

ATTACHMENTS

Ordinary Council Meeting

22 March 2022

Part 2 – Item 10.5.3

ATTACHMENTS TO AGENDA ITEM 10.5.3

Ordinary Council Meeting - 22 March 2022

Contents

10.5.3 ANNUAL POLICY REVIEW

Attachment (a):	Revised policies with minor amendments	3
Attachment (b):	Revised policies with major amendments	70
Attachment (c):	Revoked policy	96

Strategic Direction *Community*

Policy P103 Stakeholder Engagement

Responsible Business Unit/s	Stakeholder and Customer Relations Customer, Communications and Engagement
Responsible Officer	Manager Customer, Communications and Engagement Stakeholder and Customer Relations
Affected Business Unit/s	All City business units involved in stakeholder engagement

Policy Objectives

The objectives of this policy are:

- To ensure that, where appropriate, the City of South Perth community and relevant stakeholders have an opportunity to participate and contribute in a meaningful way to decisions made by the City that affect their lives
- To outline the City's commitment and approach to stakeholder engagement, to contribute to good governance, strong leadership and better decision making
- To provide direction and guidance for the practice of stakeholder engagement at the City of South Perth
- To support Elected Members in their decision making by providing informed feedback from stakeholders.

Definitions

Stakeholder engagement

A planned and purposeful process that encompasses a variety of techniques and methods. It is an approach that provides opportunities for stakeholders to be involved in and contribute to decisions that affect their lives.

Note: The terms, 'community engagement' and 'public participation' are widely used across the industry, and may be used interchangeably with 'stakeholder engagement'.

Stakeholders and community

Stakeholders are those affected by or with a specific interest in a decision, project or issue. Stakeholders may be (but are not limited to) individuals, groups, organisations, agencies, businesses, reference and advisory groups, and/or the community. Stakeholders can be internal (i.e. within the organisation) or external (i.e. outside the organisation).

The community can include individuals or groups who live, work, play, study, visit, invest in, or pass through the City of South Perth. They may be ratepayers, residents, business owners, workers, tourists, visitors, or community groups.

These terms are often used interchangeably, and are both widely used in the field of stakeholder engagement. Although separate definitions are offered, in practice, the distinction between the two terms is not always clear. Therefore the terms may be used together, separately or interchangeably.

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Policy Scope

This policy applies to all Elected Members, City of South Perth employees and consultants involved in stakeholder engagement activities for the City.

The scope of this policy is guided by Section 1.3 (2) of the *Local Government Act 1995*, which states that the Act is intended to result in:

- Better decision making by local governments
- Greater community participation in the decisions and affairs of local governments
- Greater accountability of local governments to their communities
- More efficient and effective local government.

The policy is also drawn from the City of South Perth's Strategic Community Plan [2017-2027](#) [2021-2031](#) and internationally accepted core values for engagement, developed by the International Association for Public Participation (IAP2).

In decision making areas related to town planning (including strategic and statutory planning), the City has adopted a specific policy to determine how stakeholder engagement will be undertaken. P301 Advertising of Planning Proposals is drawn from and aligned to the City's stakeholder engagement policy, however, it goes into further detail of the specific statutory and legislative requirements.

Policy Statement

The City of South Perth recognises that involving stakeholders appropriately in projects and processes, and embracing a culture and practice of engagement, leads to more sustainable and informed decision making. Stakeholder Engagement is the responsibility of the entire organisation, including Elected Members, employees and consultants.

Stakeholder Engagement does not take the responsibility for final decision making from the Elected Members. Instead, it supports the decision making process by enabling Elected Members (and [staff/employees](#)) to be confident that stakeholder views have been ascertained, understood and considered, along with technical advice and requirements, research, constraints and any other policy or legislative considerations.

The City's Stakeholder Engagement Guide has been developed to guide and support the culture and practice of stakeholder engagement, to enable an approach that is consistent, effective and robust. The Guide includes a toolkit and resources for use by City staff and consultants, along with a training program for staff.

Stakeholder Engagement is also supported at the City by a dedicated Stakeholder Engagement team established to build capacity in the organisation, and provide support, advice and assistance for engagement processes and projects.

Engaging over school holidays and/or Christmas

When stakeholder engagement takes place during school holidays or over the Christmas period (mid-December to mid-January), it will be extended by a minimum of an additional 14 days to provide further time to engage. This requirement does not apply to all statutory advertising and engagement.

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Page 2 of 4

Policy Number: P103

Council Adoption: 22/07/03

Reviewed/Modified: 03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M103 Communication & Consultation

Stakeholder engagement principles

The following principles are the foundation of the City's approach to and practice of stakeholder engagement.

1. We are committed to embedding a culture of engagement at the City of South Perth

We will champion engagement at the City. We are committed to integrating engagement into the organisation's processes and practices by providing the necessary resources and support to staff.

2. We know why we are engaging

We are clear about the purpose of the engagement and ensure that this is reflected in the processes we plan and engagement we undertake.

3. We know who to engage

We identify the right stakeholders and use a range of techniques to ensure our approach is inclusive and appropriate.

4. We understand the background and context

We take the time to understand the history, issues or concerns which may affect the project and engagement, and explore the context in order to clearly define the negotiables and non-negotiables.

5. We are committed to genuine engagement

We engage when there is an opportunity for stakeholders to have meaningful input into the decision to be made. We undertake authentic, appropriate engagement and provide stakeholder feedback to the decision makers. We learn from past practice and experience.

6. We are innovative, responsive and professional

We are dedicated to providing high quality engagement and are innovative and flexible in our approach. We work to build relationships and are responsive to the needs of internal and external stakeholders.

Stakeholder engagement at the City is also guided and shaped by the International Association for Public Participation's (IAP2) core values and public participation spectrum, which are recognised internationally as best practice. These tools guide both the approach and practical application of stakeholder engagement.

Core values

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Public Participation Spectrum

Page 3 of 4

Policy Number:	P103	Relevant Council Delegation:	N/A
Council Adoption:	22/07/03	Relevant Delegation:	N/A
Reviewed/Modified:	03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21	Relevant Management Practice:	M103 Communication & Consultation

The IAP2 Public Participation Spectrum is a tool to define the role of stakeholders in any engagement process. It outlines the goal of each level of the spectrum and includes the 'promise to stakeholders' made when an organisation chooses to engage with them in a particular way.

Increasing impact on the decision

	Inform	Consult	Involve	Collaborate	Empower*
Engagement goal	To provide stakeholders with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain stakeholder feedback on analysis, alternatives and/or decisions.	To work directly with stakeholders throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with stakeholders in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place the final decision making in the hands of the stakeholders.
Promise to stakeholders	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how stakeholder input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how stakeholder input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Legislation / Local Law Requirements

Section 1.3 (2) of the *Local Government Act 1995*.

Other Relevant Policies / Key Documents

P301: Advertising of Planning Proposals

P112: Community Advisory Groups

M103: Stakeholder Engagement

City of South Perth Strategic Community Plan [2017-2027/2021-2031](#)

Page 4 of 4

Policy Number: P103

Council Adoption: 22/07/03

Reviewed/Modified: 03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M103 Communication & Consultation

Strategic Direction

Environment (Built and Natural)

Policy P202 Energy Conservation

Responsible Business Unit/s	City Environment Assets & Design
Responsible Officer	Manager Assets and Design
Affected Business Unit/s	All Business Units

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Policy Objectives

The City is committed to the conservation of energy as expressed in its Sustainability Strategy 2012-2015, and Strategic [Community Plan 2013-2015](#).

To achieve this commitment and the objectives of the Sustainability Strategy, it is important to develop strategies to promote the efficient use of energy.

Policy Scope

This Policy will affect all employees, contractors, external people working with the City and the wider community in a bid to reduce energy consumption.

Policy Statement

The City will actively encourage and promote energy efficient practices in:

- building design and orientation;
- construction and demolition;
- disposal of building waste;
- lighting;
- heating and cooling;
- waste management;
- refrigeration;
- transport, and
- equipment and appliances
- the application of renewable energy

This will be achieved by the application of environmentally responsible purchasing practices, civic building audits, continuous development of useful guidelines, public education and suitable incentives to encourage public participation.

Legislation / Local Law Requirements

Clean Energy legislation (where applicable) – Federal and State Government



Other Relevant Policies/ Key Documents

- P201: Sustainable Procurement
- P208: Ecologically Sustainable Building Design
- P692: Sustainability Policy
- City of South Perth Sustainability Strategy 2012-2015
- City of South Perth Climate Change Strategy 2011-2015
- ~~City of South Perth State of Sustainability Report 2012 (in development)~~
- City of South Perth Sustainable Living Awareness Strategy and Campaign
- City of South Perth Strategic Community Plan 2015-2021~~2021-2025~~

Page 2 of 2

Policy Number:	P202	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 11/16, 12/17	Relevant Management Practice:	N/A

Strategic Direction

Environment (Built and Natural)

Policy P203 Ground Water Management

Responsible Business Unit/s	Infrastructure Services Programs Delivery, Development Services
Responsible Officer	Manager Assets & Design Programs Delivery
Affected Business Unit/s	Infrastructure Services Programs Delivery, Assets & Design, Business & Construction, Development Services

Policy Objectives

The City recognises that groundwater is a resource that needs to be managed responsibly. The protection and efficient management of ground water will ensure preservation of water quality and a continued supply of water for the irrigation of the City's parks and reserves, including Collier Park Golf Course and Collier Park Retirement Village.

Policy Scope

This Policy is relevant to:

- Ground water use to irrigate parks, reserves, the Collier Park Golf Course, and the Collier Park Retirement Village for the wider community to enjoy; and
- The protection of groundwater in the superficial aquifer as a result of applications for development.

Policy Statement

Irrigation

- The City's utilisation of ground water resources will include principles and practices to minimise extraction and maximise recharge by the use of:
 - a) efficient irrigation systems;
 - b) development of water conservation practices for parks and landscape areas;
 - c) efficient equipment selection to achieve both power and water savings; and
 - d) technology for the collection, validation, collation and reporting of groundwater use and efficiency data.
- The City will institute measures to intercept surface flows so as to:
 - a) reduce direct run-off into the Swan and Canning Rivers;
 - b) enhance groundwater recharge; and
 - c) remove pollutants from surface flows prior to discharge to receiving waters.

Development

- The City will require the provision of water quality preservation plans when considering development applications incorporating basement construction. Dewatering and Acid Sulphate Soils (ASS) management plans will need to be submitted where any basement construction is included in a development proposal that may impact upon the groundwater.
- The City will require an independent review of water quality preservation plans by a competent groundwater professional before developments incorporating basements are supported.
- Infiltration of dewatering water is not encouraged because of the high likelihood of deleterious impacts, unless the proponent can demonstrate that infiltration will pose no risk.

Legislation/ Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth Strategic [Community Plan 201521-202531](#)
P692: Sustainability Policy
P211 Water Sensitive Urban Design
[Water Conservation Management Plan 200817-2022](#)
[Water Action Plan 2009](#)

Page 2 of 2

Policy Number:	P203	Relevant Council Delegation:	N/A
Council Adoption:	N/A	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 01/15,	Relevant Management Practice:	N/A

Strategic Direction

Environment (Built and Natural)

Policy P205 Tree Preservation

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Programs Delivery, Business & Construction, Development Services

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Policy Objectives

As a result of concern about the loss of tree cover due to infill development throughout the City, the council has adopted provisions in the Town Planning Scheme which offers protection to trees considered to be of City-wide significance on public and private land.

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Policy Scope

This Policy affects City-Environment Programs Delivery and Development Services Business Units who deal with the trees within the City and the impact of new development on trees.

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Policy Statement

The City of South Perth values the environmental values; shade, habitat and amenity provided by trees on public and private land and commend practices which seek to preserve mature trees where possible.

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Officers and residents of the City of South Perth are encouraged to recommend trees, considered to be of City-wide significance, for inclusion in the Register of Significant Trees. Officers will undertake an assessment of recommended trees utilising the criteria set in the associated management practice.

Groupings of trees and other vegetation will be considered, but Tree Preservation Orders will only be applied to the best quality trees rather than to every tree of a certain description.

Legislation / Local Law Requirements

City of South Perth Town Planning Scheme No.6

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Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-21-2027-31

P209: Shade Structures

P210: Street Verges

P692: Sustainability Policy

Street Tree Management Plan

City of South Perth Sustainability Strategy 2012-2015

City of South Perth Urban Forest Strategy 2018

City of South Perth Climate Change Strategy 2011-2015

Street Verge Landscape Guidelines

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Page 2 of 2

Policy Number: P205

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 02/11, 03/12, 03/13, 03/14,
01/15, 03/16, 11/16, 12/17, 03/19,
03/20

Relevant Council Delegation: N/A

Relevant Delegation: DC690 Town Planning Scheme 6

Relevant Management Practice: N/A

Strategic Direction

Environment (Built and Natural)

Policy P207 Natural Areas

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Assets & Design, Programs Delivery, Business & Construction

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Policy Objectives

The objective of this policy is to ensure all natural areas within the City are appropriately protected and managed.

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Policy Scope

The City has responsibility for the identification, ~~maintenancemaintenance~~, and enhancement of the majority of natural areas within the City. Other significant areas are privately owned and managed or in the care and control of State Government departments.

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Policy Statement

The City recognises the importance of natural areas for their aesthetic appeal, biodiversity, habitat, educational, ~~intrinsicintrinsic~~, and recreational values.

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The City will plan for, ~~implementimplement~~, and assist with the preservation, ~~maintenancemaintenance~~, and enhancement of natural areas. This includes:

- liaison with other tiers of government and private landholders to encourage the protection and suitable management of natural areas vested with them;
- allocating resources for maintenance and enhancement to improve biodiversity values in specified locations approved by council;
- providing recreational and interpretive facilities; and
- liaison with the local community to establish management priorities for natural areas.

Management of reserves will be in accordance with the City's adopted Green Plan and Environmental Management Plans for specific bushland, ~~wetlandwetland~~, and foreshore areas.

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Legislation / Local Law Requirements

Not Applicable

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Other Relevant Policies / Key Documents

City of South Perth Strategic [Community Plan 2017-21](#), [2021-31](#)

P205: Tree Preservation

P203: Groundwater Management

P692: Sustainability Policy

City of South Perth Green Plan

[City of South Perth Environmental Collier Park Golf Course Environmental Management Plan](#)

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Page 2 of 2

Policy Number:	P207	Relevant Council Delegation:	N/A
Council Adoption:	26/11/02	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 11/16, 12/17, 03/19, 03/20	Relevant Management Practice:	N/A

Strategic Direction

Environment (Built and Natural)

Policy P209 Shade Structures

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Services Programs Delivery, Assets & Design; Community, Culture and Recreation

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Policy Objectives

The City is aware of the dangers of exposure to ultraviolet radiation and is committed to creating a community environment that is safe from the effects of harmful radiation. The aim is to increase the appeal and usage of the City's community facilities by providing appropriate shade.

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Policy Scope

This policy affects land and facilities under the care and control of the City.

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Policy Statement

The City will ensure that whenever planning for parks, ~~streetscapes~~streetscapes, and any new community facility (including play equipment, skate parks and picnic areas) it will endeavour to ensure that the provision of shade is considered.

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In line with the City's Policy P205 Tree Preservation, the City will retain and enhance the provision and use natural shade wherever possible.

The design and construction of new shade structures:

- Will be in accordance with building regulations and relevant Australian Standards;
- Will meet relevant safety guidelines;
- Should be cost effective;
- Will comply with UVR protection guidelines;
- Should be relevant to users of the facility; and
- Should use materials sympathetic to, and consistent with, the surrounding area.

The City will consider using temporary protective shade structures for events and or where required, during the growth stage of natural vegetation.

The City will conduct regular shade audits of its community facilities. The results will be used to prioritise an ongoing program of shade improvement, in accordance with approved budgets.

Legislation / Local Law Requirements

Not Applicable

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Other Relevant Policies / Key Documents

- City of South Perth Strategic Community Plan 2017-21-2027-31
- P206 Urban Forest Management Plan
- Public Open Space Strategy
- Cancer Foundation of WA "Shade for the Public"

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Page 2 of 2

Policy Number:	P209	Relevant Council Delegation:	N/A
Council Adoption:	25/03/08	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 11/16, 12/17, 03/19, 03/20	Relevant Management Practice:	N/A

Strategic Direction *Environment (Built and Natural)*

Policy P211 Water Sensitive Urban Design

Responsible Business Unit/s	Infrastructure Services, Development Services
Responsible Officer	Director Infrastructure Services Manager Assets & Design
Affected Business Unit/s	Infrastructure Services, Development Services

Policy Objectives

The City of South Perth is a progressive local government with a primary objective to deliver quality social, economic and environmental services for the wellbeing of its community and employees now and into the future. This also extends to assisting and facilitating the South Perth community in making more sustainable and environmentally responsible choices, including in the context Water Sensitive Urban Design (WSUD).

The objective of this Policy is to:

- Integrate the management of the total water cycle in the urban environment (typically referred to as Water Sensitive Urban Design (WSUD)). WSUD incorporates all water resources, including surface water, groundwater, urban and roof runoff and wastewater.
- Employ the key principles of WSUD, including:
 - Protect and enhance natural systems and ecological processes,
 - Protect water quality of surface and ground waters,
 - Migration of peak flows to natural background rates;
 - Integrate stormwater treatment into the landscape,
 - Reducing potable water demand,
 - Minimise wastewater generation,
 - Protect the built environment from flooding and water logging, and
 - Retain, use and infiltrate stormwater at source.
- Assist in the protection and/or enhancement of the environmental values of the Swan and Canning Rivers and watercourses, consistent with the requirements of the *Swan and Canning Rivers Management Act 2006*,
- Protect, and where possible, restore and enhance the environmental, economic and social (for example recreation and scenic) values of the City's waterways and protected wetlands;
- Implement WSUD best management practices for all new development proposals and City operations.

Policy Scope

This Policy applies to all development that occurs within the City of South Perth, including, rezoning, structure plans, subdivisions, and development proposals; and is applicable to all activities, works, services and programs conducted by the City, its contractors, consultants and volunteers.

This Policy shall not bind the Council in respect of any application for planning approval but the Council shall have due regard to the provisions of the Policy and the objectives which the planning policy is designed to achieve before making its decision.

The Water Sensitive Urban Design Guidelines for the City of South Perth is the technical document which supports and forms part of this Policy, and must be read in conjunction with this Policy.

Policy Statement

The City acknowledges that urban development disrupts the natural water cycle and can have a significant impact on the environment, in terms of the quantity and quality of water.

The Water Sensitive Urban Development Guidelines for the City of South Perth is the technical document that has been prepared to support this Policy and provide information to those proposing to undertake development and works activities within the City of South Perth.

The WSUD principles are derived from the Department of Water's core goals for water management throughout Western Australia. These goals ensure that:

- The water needs for Perth's population and economic growth are sustainably met;
- Western Australia has contemporary and adaptive water management; and
- Western Australia exceeds national standards in water efficiency and demand management.

To meet the desired WSUD outcomes, the guidelines contain specific water management objectives and targets for all parts of the urban water cycle. Additionally, guidance is provided on how best to incorporate and design WSUD measures into urban developments to achieve these targets dependent on the size, type and complexity of development.

Detail on a range of best management practice WSUD measures that can be adapted for use within the City of South Perth can be found in the Water Sensitive Urban Design Guidelines for the City of South Perth and the Department of Water Stormwater Management Manual for WA.

The City will encourage innovation and creativity in the uptake of WSUD measures and will move toward supporting and recognising best practice (and beyond) initiatives wherever possible.

Structural WSUD Best Management Practices

There are opportunities to incorporate structural best management practice at the structure planning or subdivision stage of development, to incorporate WSUD measures into regions and precincts. Many structural measures are scalable and can be easily applied to single lots – refer to the Site Element measures listed in the table below.

The City has developed a list of design criteria for WSUD measures for different types and scales of developments, ranging from single dwelling to subdivision, open spaces and commercial sites. This table outlines potential application of some of these measures for different development types/ elements.

Page 2 of 4

Policy Number:	P211	Relevant Council Delegation:	N/A
Council Adoption:	15 October 2013	Relevant Delegation:	N/A
Reviewed/Modified:	10/13, 03/14, 02/15, 03/16, 11/16, 12/17,	Relevant Management Practice:	N/A

	Regional Elements	Precinct Elements	Site Elements
Element Description	Public Open Space Multiple Use Corridors	Street Layout and Streetscape	Allotment Density and Layout
WSUD Measure	Constructed Wetlands Stormwater Reuse Hydro zoned parkland	Road design Infiltration Systems Pervious Paving Pollutant Traps Sand Filter Buffer Strip Swales Bio-retention System Urban Forest Constructed Wetlands Stormwater Reuse	Infiltration Systems Porous Pavement Sand Filter Buffer Strip Swales Bio-retention System Rain Garden Onsite Detention Rainwater Tank for Stormwater Reuse Green Roofs Landscaping

Non-structural Best Management WSUD Practices

A comprehensive approach to stormwater management also involves the promotion of non-structural best management WSUD practices. These include controls including, but not limited to, the following:

- Education of residents, developers, and City Officers on WSUD practices, including design and best management practices, such as appropriate plant species, fertilizer and water use;
- Street sweeping programs;
- Improved waste and storm water management for residential and commercial premises; and
- Monitoring.

Legislation / Local Law Requirements

City of South Perth Town Planning Scheme No. 6
Residential Design Codes (R-Codes)

Relationship to other State documents and Planning Policies (SPPs)

This Policy has due regard to, and should be read in conjunction with the State Planning Policies. Of particular relevance to this Policy are:

- State Planning Policy No 2 Environment and Natural Resources (2003)
- State Planning Policy No 2.9 Water Resources (2006)
- State Planning Policy No 2.10 Swan-Canning River System (2006)
- Swan and Canning Rivers Management Act* (2006)
- State Water Plan (2007)
- State Water Strategy (2003)
- Department of Water Stormwater Management Manual for WA (2004-2007)
- Department of Planning & Infrastructure Better Urban Water Management (2008).

Other legislative documents which should be read in conjunction with this Policy include:

- Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*, and
- Directions 2031 and Beyond: Metropolitan Planning Beyond the Horizon (WAPC) 2010.

Page 3 of 4

Policy Number:	P211	Relevant Council Delegation:	N/A
Council Adoption:	15 October 2013	Relevant Delegation:	N/A
Reviewed/Modified:	10/13, 03/14, 02/15, 03/16, 11/16, 12/17,	Relevant Management Practice:	N/A

Other Relevant Policies/ Key Documents

The Water Sensitive Urban Design Guidelines for the City of South Perth 2012
City of South Perth Strategic Community Plan 2017-2021
City of South Perth Sustainability Strategy 2012-2015
City of South Perth Green Plan
City of South Perth Integrated Planning and Reporting Framework
P203 Groundwater Management
P208 Ecologically Sustainable Building Design
P302 General Design Guidelines for Residential Development
P350 Residential Design Policy Manual, particularly:
P350.01 [Environmentally Sustainable Building Design](#)
P351 Precinct and Streetscape
P352 Final Clearance Requirements for Completed Buildings
P354 / M354 Stormwater Drainage Requirements for Proposed Buildings
P357 Right-of-Way (ROW) Maintenance and Development
P692 Sustainability Policy

Page 4 of 4

Policy Number:	P211	Relevant Council Delegation:	N/A
Council Adoption:	15 October 2013	Relevant Delegation:	N/A
Reviewed/Modified:	10/13, 03/14, 02/15, 03/16, 11/16, 12/17,	Relevant Management Practice:	N/A

Strategic Direction *Environment (Built and Natural)*

Policy P212 Waste Management

Responsible Business Unit/s	Business and Construction
Responsible Officer	Manager Business and Construction
Affected Business Unit/s	Business and Construction and Development Services

Policy Objectives

This policy aims to provide:

- An efficient and comprehensive waste disposal service for the City's residents/ratepayers including multi-residential units and limited commercial properties.
- An economical and best practice verge side collection service for all households within the City.
- An all-embracing, recycle and recovery driven waste facility that is used by the wider community.

Policy Scope

This policy affects the wider community utilising the City's waste management services. The provisions of this Policy summarises the Waste Management Services as provided and outlines the requirements for using those services and the controls that aim to ensure that new developments have adequate facilities to support waste management services.

The City will evaluate waste service levels by applying the criteria set in the associated Waste Guidelines for New Developments.

Policy Statement

The City will establish and maintain a comprehensive Waste and Resource Management Plan for public and private property that supports the policy directions of the State Government and other relevant agencies to reduce, re-use and recycle, and eventual safe disposal.

Waste Services

Waste services will be broadly grouped as domestic or commercial.

The Domestic Waste Service is a compulsory service unless the property is an exempted property as determined by the City. Exempted properties are likely to include residential developments of twenty dwellings depending upon the logistics of the site and other relevant factors. Exemption is at the City's discretion.

A Commercial Waste Service may be provided if the circumstances are such that the City could reasonably provide the service. In other circumstances commercial and industrial properties will become exempted properties for the purpose of the full service charge. Inclusion is at the City's discretion. Commercial Services will be charged at an appropriate rate to the level of service received.

A Full Service Charge, as determined by Council, will be charged to all rateable and non-rateable properties receiving a compulsory waste service.

Multi-unit Complexes

For any existing or proposed property consisting of five dwellings or more the City may at its sole discretion determine the number of bins to be supplied as part of the compulsory domestic service. Where the City has determined that the number of bins required to effectively deliver the service can be reduced and the bins shared between the dwellings, then a reduction in the service charge will be applied. All other components of the service will remain as if it was a full service charge. The City will make this determination having considered the waste generation from multiple dwellings, any practical problems associated with the site and other relevant factors. The City may at its sole discretion replace the 240 litre waste containers with larger 4 wheeled bins (660 litres or 1100 litres).

The City may, at its sole discretion, charge an Annual Waste fee to a Strata Management Company or Body Corporate of a group of rateable properties in lieu of charging each individual rateable property within a group to reflect the costs associated with waste management services in the City.

A non-rateable property that is not receiving a compulsory refuse service or an exempted property will not incur the Full or part Waste Service Charge as determined by Council and will not, as a result, receive any of the added services provided by the City. These properties will receive a Minimum Waste Charge as a contribution towards the community aspects of waste management. This will include but not be limited to:

- the collection and disposal of waste from street and public place litter bins,
- community education and promotion of waste minimisation,
- reuse and recycling,
- and membership of any regional waste entity.

The Minimum Waste Charge for an exempted property will be as determined by Council and included in the Annual Fees and Charges schedule.

Any rate payer request for a variation to the general domestic or commercial service, as outlined above and detailed in a related Management Practice, may at the discretion of the City, be provided on a fee for service basis, such fee to be determined as part of the Annual Fees and Charges schedule.

Legislation / Local Law Requirements

Waste Avoidance and Resource Recovery Act 2007

City of South Perth Public Places and Local Government Property Local Law 2011

City of South Perth Health Local Law 2002

City of South Perth Waste Local Law 2007

Other Relevant Policies / Key Documents

P403 – Charity Clothing Bins on City Managed Land

Waste Guidelines for New Developments

Page 2 of 2

Policy Number: P212
Council Adoption: 22/03/2016
Reviewed/Modified: 11/16, 12/17, 03/19, 03/20

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

Strategic Direction

Environment (Built and Natural)

Policy P213 Phytophthora Management

Responsible Business Unit/s	Infrastructure Programs Delivery, Business & Construction; Development and Community, Culture and Recreation
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Programs Delivery, Business & Construction; Development (Planning) and Community, Culture and Recreation

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Policy Objectives

The objective of this policy is to ensure protection of parks and natural areas by managing the risk of spreading Phytophthora (dieback) within the City through its day-to-day operational activities.

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Policy Scope

This policy applies to the City's staff and contractors planning to **undertake, or undertake or**, undertaking works with the potential to move soil in or adjacent to areas of bushland.

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Policy Statement

The City recognises the potential impacts of Phytophthora on natural areas, parklands, **biodiversity**, and habitat with its responsibility under the EPBC Act 1999 to ensure it is managed:

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- The City will ensure that all **N**atural areas susceptible to Phytophthora are surveyed and any management recommendations implemented – including signage, fencing or phosphite treatment.
- All staff are to work within the City's Dieback Management Procedures (2017)
- Officers responsible for engaging and managing contractors must provide contractors with the City's Dieback Management Procedures (2017)
- All relevant staff and contractors will be required to undertake Green Card training to ensure they have the necessary skills and knowledge of Phytophthora hygiene to manage existing Phytophthora affected sites and prevent further spread.

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Building community awareness of Phytophthora through provision of relevant information on the City website and conducting educational activities.

Legislation / Local Law Requirements

City of South Perth Public Places and Local Government Property Local Law 2011

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Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 20**17**21-20**27**31

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Strategic Direction

Environment (Built and Natural)

Policy P311 Subdivision Approval – Early Release from Conditions

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Engineering Infrastructure Assets & Design, Development Services

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Policy Objectives

To provide an option for developers to obtain early release from conditions of subdivision approval where outstanding work precludes subdivision clearance without financial risk for the City to complete these works if the developer fails to do so.

Policy Scope

This Policy applies to properties in the City of South Perth with subdivision approval.

Policy Statement

Where a developer requires early release from conditions of a subdivision approval, the City will accept a cash payment to the value of 125% of any outstanding work which is pertinent to the release of those conditions or a bank guarantee of equivalent value to the above.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

Relevant Western Australian Planning Commission conditions of subdivision approval.
City of South Perth Strategic Community Plan 2017-21-2027-31

Page 1 of 1

Policy Number:	P311	Relevant Council Delegation:	N/A
Council Adoption:	26/11/2002	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16	Relevant Management Practice:	N/A





Policy P353 Crossings/Crossovers

Responsible Business Unit/s	Engineering Infrastructure Programs Delivery
Responsible Officer	Manager Engineering Infrastructure Programs Delivery
Affected Business Unit/s	Engineering Infrastructure Programs Delivery and Development Services

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Policy Objectives

To ensure that vehicle crossings to private land ('crossovers') are constructed in a uniform manner and to an engineering standard that will provide longevity in use.

Policy Scope

This Policy affects Engineering Infrastructure Programs Delivery, and Development Services and the wider community.

Policy Statement

A vehicle crossing is the constructed portion of the verge extending from the boundary of the private land to the edge of the street or road. With very few exceptions the existing road kerbing is to be removed as part of the crossing construction and replaced with either a full length concrete crossing or a concrete apron to both protect the edge of the road pavement and the crossing and to provide for efficient stormwater flow along the street.

A standard vehicle crossing is 3 metres wide at the boundary and 6.6 metres wide at the kerb line and is prescribed in the Specifications and Guidelines and detailed on Drawing 4020-ST-01 included in the associated management practice.

Any property owner requiring access from the private land to the street or road is required to construct at least a standard vehicle crossing. If the standard crossing is the first crossing to the property then a subsidy equal to one half the cost of constructing a standard width crossing as determined by the Director of Infrastructure Services shall be paid to the property owner. If an existing crossing is no longer required for the intended purpose of accessing an internal driveway the crossing is to be removed by the property owner and the verge reinstated to the same condition as the verge either side of the former crossing.

A vehicle crossing may be constructed of materials other than concrete, but not asphalt or any other bituminous product, providing it can be demonstrated to be equal or superior to the standard crossing, and will also receive the subsidy for the first crossing to the property.

All crossings constructed shall conform to the General Specification Guidelines and Detail Plan of a standard crossing included in the associated management practice.

Legislation / Local Law Requirements

Not Applicable



Other Relevant Policies / Key Documents

P350.3: Car Parking, Access, Siting and Design

P504: Street Verges

M353: Crossing (Crossover) Construction

City of South Perth Strategic Community Plan 2017-21-2027 [31](#)

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Page 2 of 2

Policy Number:	P353	Relevant Council Delegation:	N/A
Council Adoption:	26/11/02	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 06/17	Relevant Management Practice:	M353

Strategic Direction *Environment (Built and Natural)*

Policy P356 Electricity Substations

Responsible Business Unit/s	Engineering-InfrastructureAssets & Design
Responsible Officer	Manager Engineering-InfrastructureAssets & Design
Affected Business Unit/s	Engineering-InfrastructureAssets & Design

Policy Objectives

Electricity substations must be located within the City to ensure that all premises have continual access to electricity that meets the needs of all users. They must also be designed in a manner that protects the amenity of neighbouring properties. The policy provides guidelines on the development of electricity substations.

Policy Scope

This Policy applies to the wider community, electricity suppliers, ratepayers and City employees to ensure Electricity Substations are located in appropriate areas within the City of South Perth.

Policy Statement

The City recognises the ability of electricity supply authorities to develop infrastructure for the distribution of electricity. This has resulted in the development of electricity substations located in residential areas within the City. The City acknowledges the need for these facilities to be expanded or for new facilities to be developed. This will ensure that the supply of electricity will continue to meet the needs of all electricity users. The City's decisions on proposals for the development or expansion of electricity substations will be based on the following guidelines.

- (a) The City will support the expansion of existing facilities over the development of new facilities;
- (b) Where there is a demonstrated need for existing facilities to be expanded, the City will require that the electricity authorities minimise the adverse impact of these facilities on neighbouring properties;
- (c) The City will request that the infrastructure is suitably surrounded by appropriate landscaping or screening installed and maintained by the electricity supply authority. This is intended to minimise the visual impact on neighbouring properties;
- (d) Where there is a demonstrated need to develop new facilities, the City will support the development of new facilities only in non-residential areas; and
- (e) The City will request electricity authorities undertake consultation with the community in regard to proposals and plans relating to electricity substations. The City's expectation is that consultation will be undertaken at least two years prior to the planned installation or construction of new facilities.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

| City of South Perth Strategic Community Plan 20~~17~~²¹-20~~27~~³¹

Page 2 of 2

Policy Number:	P356	Relevant Council Delegation:	N/A
Council Adoption:	06/03	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 02/15,	Relevant Management Practice:	N/A

Strategic Direction *Environment (Built and Natural)*

Policy P357 Right-of-Way (ROW) Maintenance and Development

Responsible Business Unit/s	Infrastructure Assets & Design
Responsible Officer	Manager Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Services Assets & Design, Development Services

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Policy Objectives

To establish criteria for the development of Right-of-Way (rear laneways) with respect to:

- The construction standards for Right-of-Way (ROW) development;
- The mechanism for funding ROW development and maintenance; and
- The prioritisation of improvement works.

Policy Scope

This Policy is relevant to rights-of-way retained by the City of South Perth, adjoining property owners of ROW and the wider community who may be users of the ROW.

Policy Statement

The City of South Perth will undertake improvement works on a ROW identified for retention with the intent of improving the visual amenity, removing dust and drainage problems presented by unimproved lanes and providing alternative effective accesses to properties.

The level of construction of any ROW will be in accordance with associated management practice.

The City shall contribute the entire cost of developing and maintaining an existing ROW identified for retention that is City owned or crown land under the control of the City. However, the cost of developing a new ROW as part of a private development will be borne entirely by the developer.

Improvements to an existing privately-owned ROW identified for retention will only be eligible for funding if the public has had unrestricted access to the ROW and the Minister on request from the City has dedicated the private street as a public street to enable the objective of the Policy to be achieved.

In setting the priority for improvement of Rights-of-Way, the City will consider the objectives described in the management practice and in particular the condition of adjoining fences, the number of properties currently accessing the ROW and the number of properties that could reasonably gain access to the ROW.

A higher priority can be assigned to a particular ROW if the cost of construction was to be reduced by a corresponding contribution from the property owner(s) in accordance with the process outlined in the associated management practice.



Legislation / Local Law Requirements

Not applicable

Other Relevant Policies / Key Documents

Infrastructure Services Asset Management Manual Rights-of-Way Improvement Program

City of South Perth Strategic Plan 201721-201731

Page 2 of 2

Policy Number: P357

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 02/11, 03/12, 03/13, 03/14, 02/15,
03/16, 06/17, 03/19

Relevant Council Delegation:

N/A

Relevant Delegation:

N/A

Relevant Management Practice:

M354 Stormwater Drainage for Proposed
Buildings

Strategic Direction *Environment (Built and Natural)*

Policy P358 House Numbers on Kerbs

Responsible Business Unit/s	Engineering Infrastructure Programs Delivery
Responsible Officer	Manager Engineering Infrastructure Programs Delivery
Affected Business Unit/s	Engineering Infrastructure Programs Delivery

Policy Objectives

Every property within the City is issued with a street number. This number is required to be placed at a prominent location on the private property. However it is acknowledged that the placement of the street number beyond the property boundary is not easily seen outside of day light hours and an additional form of numbering is often sought.

Policy Scope

This Policy applies to all properties in the City of South Perth issued with a street number.

Policy Statement

The City of South Perth supports the placement of street numbers on the kerb line by either the painting of the number or the attachment of a retro reflective number.

The City only supports the placement of street numbers on the kerb line providing the house number is already affixed in a prominent position beyond the property boundary, and subject to certain conditions as detailed in the associated management practice.

The City will only replace painted numbers on the kerb line where the kerb has been removed and replaced as part of an upgrade of the road. All other replacements will be the responsibility of the house owner.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth [Community Strategic Plan 2017-21](#) - 2027-31

Page 1 of 1

Policy Number:	P358	Relevant Council Delegation:	N/A
Council Adoption:	26/11/2002	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 02/15, 03/16	Relevant Management Practice:	N/A

Strategic Direction

Environment (Built and Natural)

Policy P401 Graffiti Management

Responsible Business Unit/s	Infrastructure Programs Delivery
Responsible Officer	Manager Infrastructure Programs Delivery
Affected Business Unit/s	Infrastructure Programs Delivery

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Policy Objectives

The City recognises that graffiti vandalism is a costly community problem, not only in monetary terms but also in environmental and social terms.

Policy Scope

This Policy is relevant to the Infrastructure Programs Delivery Business Unit, the wider community and property owners within the City of South Perth.

Policy Statement

In an effort to reduce the effects of graffiti in the community the City acknowledges there are six elements in the management of graffiti vandalism:

- Communication
- Deterrents
- Reporting
- Removal
- Networking
- Early Intervention

The City will clean, remove, or cover all graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves / properties under the care and control of the City of South Perth, including but not limited to parks, reserves, public access ways and road reserves.

Where the graffiti is on a structure that is on a boundary of a road reserve, the City will require the adjacent shared boundary land owner whether it is private property or a reserve under the control of another authority, to provide permission prior to the removal of the graffiti. In this circumstance, the City will require the adjacent landowner to indemnify the City against all actions, claims, damages, ~~costs~~ costs, and expenses whatsoever resulting from the removal.

The City will promote the graffiti removal service and disseminate information throughout the community including schools on the various issues surrounding graffiti and its criminality.



The City will work with existing agencies to promote and develop a range of affordable, accessible, and relevant activities within the community that may contribute to the minimisation of boredom and feelings of alienation that may influence participation in petty crimes such as graffiti vandalism.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth Strategic [Community Plan 201721-201731](#)

Tough on Graffiti Strategy 2011-2015

Tough on Graffiti Strategy 2011-2015 Implementation Plan

City of South Perth Graffiti Management Plan

Page 2 of 2

Policy Number:	P401	Relevant Council Delegation:	N/A
Council Adoption:	11/02	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 11/16, 12/17, 03/19	Relevant Management Practice:	N/A

Strategic Direction *Environment (Built and Natural)*

Policy P501 Paths - Provision and Construction

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Service Assets & Designs

Policy Objectives

To define the minimum standards required for the provision and construction of paths in both residential and commercial areas.

Policy Scope

This Policy applies to the Engineering Infrastructure Assets & Design Business Unit and the wider community who use the paths.

Policy Statement

All new or replacement paths are to be designed and constructed in accordance with the Austroads: *Guide to Road Design 6A: Pedestrian and Cyclist Paths 2009*.

The needs of people with disabilities will be considered in accordance with the Standards Association of Australia Publications AS 1428.1 *Design for Access and Mobility, Part 1 - General Requirements for Access - Buildings* and AS 1428-4 *Design for Access and Mobility, Part 4 - Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment*.

The planning, construction and provision of paths needs to take into account the principles of *The Australian Pedestrian Charter* as endorsed by the Pedestrian Council of Australia.

In accord with the above:

- 1) The minimum standard for the construction of paths within the City is concrete with a minimum thickness of 100mm and a minimum width of 1.5 metres. A lesser width of 1.2m (nominal) will be used at the discretion of the Director Infrastructure Services where site specific conditions prevent a 1.5m path being provided; and
- 2) Paths constructed of bonded materials other than concrete (eg: brick pavers, clay pavers, concrete pavers and coloured asphalt) may be used in locations other than commercial precincts and commercial zones on request and subject to:
 - a. the approval of the Director Infrastructure Services;
 - b. the materials being the industry accepted standard for pedestrian areas and laid in accordance with the manufacturer's specification and council's standards; and
 - c. the cost of the difference being borne by the applicant.

- 3) The provision of new paths within road reserves or the replacement of existing slab paths is to be in accordance with the following schedule:

Road Classification	Path Provision
Residential Local Access*	One side
Local Distributor*	One side
District Distributor	Both sides
Primary Distributor	Both sides

*For Local Access Local Distributor Roads the Director Infrastructure Services is authorised to:

- place a path on both sides if site specific facilities such as local shops, schools, bus routes, etc. necessitate such: or
 - resolve which side of the road reserve a path is to be placed or remain where only one path is required.
- 4) Existing slab paths are to be progressively upgraded in accordance with the Path Replacement Programme.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

P502: Cycling Infrastructure

City of South Perth Functional Road Hierarchy Plan

Austroroads: "Guide to Road Design 6A: Pedestrian and Cyclist Paths 2009".

AS 1428.1 Design for Access and Mobility, Part 1 - General Requirements for Access - Buildings

AS 1428.1 Design for Access and Mobility, Part 4 - Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment

The Australian Pedestrian Charter.

City of South Perth Strategic Plan 2017-21-2027-31

Strategic Direction *Environment (Built and Natural)*

Policy P502 Cycling Infrastructure

Responsible Business Unit/s	Engineering-InfrastructureAssets & Design
Responsible Officer	Manager Engineering-InfrastructureAssets & Design
Affected Business Unit/s	Engineering-InfrastructureAssets & Design

Policy Objectives

The establishment of facilities that will, in conjunction with specific programs, promote and encourage the use of the bicycle as a preferred and safe mode of transport for short journeys within and through the City.

Policy Scope

This Policy applies to the ~~Engineering-Infrastructure department~~Assets & Design Business Unit and the wider community who use cycling infrastructure.

Policy Statement

The City of South Perth will endeavour to:

- Provide and maintain facilities suitable for cycling on or alongside those roads for which it is responsible, in accordance with Austroads Guide to Road Design Part 6A Pedestrian and Cyclist Paths 2009;
- Encourage the provision and maintenance of facilities suitable for cycling on, at or alongside those roads and traffic signals for which Main Roads Western Australia is responsible, in accordance with its Cycling Infrastructure Policy;
- Regularly review the Bicycle Plan for the City that complements the Perth Bicycle Network;
- Meet the requirements of all other anticipated users in the provision of cycling facilities;
- Promote cycling as part of the City's transport commitment, with the assistance of the Department of Transport; and
- Maintain an awareness of current cycling requirements through liaison with representative bicycle advocacy groups, the South Perth Bicycle Users Group.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

P501: Paths - Provision and Construction

P107: Disability Access

City of South Perth Strategic Plan 20~~17~~²¹-20~~27~~³¹

Austrroads Guide to Road Design Part 6A Pedestrian and Cyclist Paths 2009

Main Roads Western Australia Pedestrian / Cyclist Facilities (Doc No D11#317418) January 2012

WA Planning Commission Development Control Policy 1.5 Bicycle Planning July 1998

Page 2 of 2

Policy Number:	P502	Relevant Council Delegation:	N/A
Council Adoption:	22/10/02	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 03/14, 02/15,	Relevant Management Practice:	N/A

Strategic Direction *Environment (Built and Natural)*

Policy P510 Traffic Management Warrants

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Services Assets & Design

Policy Objectives

To ensure that requests for traffic management/calming within the City are assessed in an equitable and fair manner a set of criteria addressing such issues as traffic speed, traffic volume, traffic mix, crash history, road layout and hierarchy, vulnerable users (i.e. pedestrians and cyclists), activity generators and amenity will be used by Engineering Infrastructure to determine the warrants for traffic management in a local area.

Policy Scope

This Policy affects Infrastructure Services and the wider community to ensure traffic is appropriately managed within the City of South Perth.

Policy Statement

Managing the competing demands on local access streets continues to be one of the more sensitive and challenging issues facing the City. Traffic management/calming affects the whole community and must balance the needs of a broad range of road users with an appropriate level of safety and amenity for the adjacent land users.

In the interests of improving safety and residential amenity on City streets, the City will fund the implementation of traffic management either wholly or through a shared arrangement with the State or Federal Government.

Traffic Management/Calming that is identified for implementation will either be:

- as a result of a Local Area Traffic Management Study or Plan being adopted by Council; or
- subject to criteria intended to reduce crashes as set by the State or Federal Government Road Agencies; and
- allocated funding in the Annual Budget.

At various times throughout the year, requests for traffic management will be received that are not covered by a Local Area Traffic Study or Plan. Such requests will be investigated and assessed by Engineering Infrastructure to determine the required action.

Legislation/ Local Law Requirements

Not Applicable

Other Relevant Policies/ Key Documents

Relevant Austroads publications

Relevant Australian Standards

Relevant Main Road Western Australia design guides and publications

Adopted Local Area Traffic Management Studies or Plans

City of South Perth Strategic Plan 2017-21-2027-31

Page 2 of 2

Policy Number: P510

Council Adoption: 12/05

Reviewed/Modified: 02/11, 03/12, 03/13, 03/14, 02/15, 03/16,

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Strategic Direction *Leadership*

Policy P511 Road Thoroughfare Infrastructure Management

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Programs Delivery, Development Services

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Policy Objectives

1. Provide a consistent and transparent process for the management of road thoroughfares and roadside verge under the care, ~~control~~, and management of the City of South Perth; and,
2. Provide supporting information for stakeholders, and certainty in relation to fees and charges imposed for bonds, permits, licences and concessions.
3. To provide clarity and guidance on the application of Part 6 of the Public Places and Local Government Property Local Law 2011, clause 6.2 "Activities allowed with a licence".

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Policy Scope

This policy applies to any private property building and/or development construction works, or contractors working on behalf of third parties, impacting the road thoroughfare and roadside verge that may cross over, dig, use, or damage assets within the road carriageway, verge and/or impact traffic or parking on the road carriageway.

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Policy Statement

The City is responsible for the care, control and management of unvested road reserve thoroughfares comprising the roads and roadside verges that support built and natural infrastructure within the thoroughfare.

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Roads provide for safe, ~~efficient~~, and effective transport, and the control and management of traffic movements and parking. Roadside verges provide places where people meet, ~~relax~~, and recreate making them an integral component of local government infrastructure. Roadside verges provide for the safe provision of footpaths, street furniture, street lighting, and signage, waste and recycle bins and public transport infrastructure. They are also important in retaining vegetation such as the street tree canopy, and supporting landscaping, which improve the aesthetic character and environment values within the community.

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Policy Principles

The following policy principles will guide administration in the control and management of thoroughfares, as conferred by the *Local Government Act 1995*, and the City of South Perth Public Places and Local Government Property Local Law, to achieve the policy objectives considered beneficial to the City and its community as follows:

Community Interests

The City is vested with the care, control and management of the road reserve and will strive to ensure that any activity does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility, future use, ~~serviceability~~ ~~serviceability~~, or enjoyment of the thoroughfare for the community. The ~~individual~~ needs of any individual ~~or~~ commercial ~~or~~ organisation shall not take precedence over the interests of the wider community.

The City shall apply the principle of User Pays to provide for a consistent, ~~fair~~ ~~fair~~, and equitable approach to any request for an activity or event within the road reserve, to ensure that the community does not incur ~~entity~~ costs associated with the activity or event. The Road Reserve Management Principles shall be facilitated through the payment, by the Applicant, of a non-returnable fee in accordance with the City's Schedule of Fees and Charges to be reviewed annually and published in the Annual Budget. Where costs to the City exceed the fixed fee, the Applicant shall be responsible for the entire cost.

Activated Places, Amenity and Environment

The City recognises and encourages a sense of ownership, pride and belonging within streets, precincts, activity centres and neighbourhood hubs and will allow owners and occupiers to improve roadside areas to the front and sides of residential and/or commercial ~~properties,~~ ~~and properties and~~ ~~carry on~~ ~~undertake~~ commercial activities within the thoroughfare in accordance with the Public Places and Local Government Property Local Law, and the City's Policy and supporting Management Practice.

Urban Trees – The City will pursue the objectives of its urban tree plan, in planting and managing street trees within the road thoroughfare.

~~Verge Treatments~~ – Residents and commercial premises will be permitted to install an acceptable verge treatment on the adjacent road verge in accordance with the City's Policy for Street Verges.

~~Events~~ – Applications for events (including street parties) on roads shall be made in accordance with the provisions of the *Road Traffic Act 1974* and the Road Traffic (Events on Roads) Regulations 1991 using the prescribed application form.

~~Commercial Activities~~ – Applications for permanent or temporary activities or uses within a thoroughfare will only be permitted in accordance with the provisions of the Public Places and Local Government Property Local Law and the City's Policy and Management Practice.

Roadside Infrastructure

The City shall provide roadside infrastructure assets which include footpaths, cycleways, crossovers, furniture, waste and recycle bins, public transport infrastructure, street lighting, signage, and public art for the benefit of the community in accordance with the City's standard

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Page 2 of 5

Policy Number: P511
Council Adoption: 23/04/2019
Reviewed/Modified: 03/20

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice:

specifications. The location, relocation or modified of infrastructure to suit the requirements of any individual or commercial or organisation shall not take precedence over community interests.

The City may consider alternative locations, relocation relocation, or modification if such consideration and action does not negatively impact the safety, amenity, convenience or ongoing maintenance of assets and all additional costs incurred by the City are met by the Applicant.

Any individual, commercial entity or organisation carrying out building and/or development on adjacent sites must ensure that damage to the road thoroughfare, roadside infrastructure, trees, vegetation, activated places and or community inconvenience is prevented, minimised or mitigated, through the provision of protective barriers, overhead gantry's, traffic management, and the temporary or permanent removal of parking in accordance with the provisions of the Public Places and Local Government Property Local Law and the City's Policy and supporting Management Practice. The City's published Schedule of Fees and Charges relevant to the imposition of bonds, issue of permits, licence and concessions will be applied to ensure the achievement of the objectives of this policy.

Integrated Transport, Road Safety and Traffic Management

The City's Integrated Transport Plan 2021 2006 shall be used as a guide to manage the growth of the City and to maintain high levels of amenity, safety, accessibility accessibility, and efficiency of the road network with appropriate consideration of the locality and functional classification of the road network elements. The Towards Zero road safety strategy of the Road Safety Commission of Western Australia will guide City in working with the community and other stakeholders to promote and encourage safer roads for all users. The City will work with the Department of Transport and other stakeholders to support the installation of public transport infrastructure at appropriate locations and to improve the integration and accessibility of public transport services in accordance with the City's Integrated Transport Plan.

The City in conjunction with Main Roads WA shall maintain a functional road hierarchy to categorise and set acceptable limits for traffic levels within the City. The City will seek to manage and control traffic to maintain acceptable limits and shall apply criteria based on a systematic and rational assessment of factors to establish uniform warrants for intervention.

General principles taken from the Integrated Transport Plan 2006 shall be to:

1. Reduce the need to travel by car and the length of trips undertaken.
2. Provide a choice of sustainable travel options.
3. Make it safe and easy for people to access goods, services services, and destinations particularly by public transport, walking and cycling.
4. Encourage an increase in the share of trips by public transport, walking and cycling.

Way Finding

Street nameplates and directional signs shall be used to assist residents and visitors to navigate the City's streets. Residents will be permitted to have house numbers painted on kerbs in accordance with City Management Practices.

The City will install a system of street nameplates of uniform design, positioned at street intersections throughout the municipality, inclusive of mid-block and intermediate intersections. The City may, on behalf of district sporting clubs and recreational organisations, service clubs,

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Page 3 of 5

Policy Number: P511
Council Adoption: 23/04/2019
Reviewed/Modified: 03/20

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice:

~~schools~~~~schools~~, and religious denominations, erect a maximum of two only directional signs, at no cost to the City, at a location approved by the City, subject to the sign being white on blue colour and the prepayment of full costs.

The City will not agree to the erection of single commercial directional signs, or composite hoarding type signs indicating the location of commercial premises unless in accord with approved City contracts. Advertising signage on street furniture, bus shelters and combined street nameplates will only be permitted in accordance with Council approved contracts. All contracts shall include conditions and specifications for the design, content, placement, installation, management and operation of the signage and any remuneration, ~~royalty~~~~royalty~~, or service to be received by the City in return.

Legislation / Local Law Requirements

- ~~Local Government Act 1995~~ – s.3.53
- Local Government (Financial Management) Regulations 1996 - r22(1)(g), r25, r41
- ~~Road Traffic Act 1974~~ – s.81A, s81B, s81C, s81D, s81E, s81F, s111
- Road Traffic (Events on Roads) Regulations 1991 – r.3, r.4, r.5, r.6, r.7, r.8, r.9, r.10
- City of South Perth Public Places and Local Government Property Local Law 2011.

Other Relevant Policies / Key Documents

~~Strategic Community Plan 2017-21~~~~2027-31~~

~~Integrated Transport Plan 2021~~

Policy P205 Tree Preservation

Policy P210 Street Verges

Policy P310 Telecommunications Infrastructure

Policy P353 Crossings/Crossovers

Policy P402 Alfresco Dining

Policy P501 Paths – Provision and Construction City of South Perth Schedule of Fees and Charges.

Management Practice M355 - Supplemental Charges – Building or Demolition Activities impacting on Public Place Infrastructure. Institute of Public Works Engineering Australia (IPWEA) Local Government Guidelines for Subdivisional Development

Road Traffic (Events on Roads) Regulations 1991, application for an Event on Roads

Road Reserve Access Bond

Application for Licence to Deposit Building Material on Verge

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Page 4 of 5

Policy Number: P511
Council Adoption: 23/04/2019
Reviewed/Modified: 03/20

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice:

Definitions

Applicant	individual or organisation wishing to undertake an activity or requesting service relating to a thoroughfare under the care and management of the City.
Bond	refers to the Road Reserve Access Bond (RRAB) required with and Building Licence or Demolition Permit.
Concession	a thing that is granted or allowed on a temporary or permanent basis.
City	the City of South Perth established as such under the <i>Local Government Act 1995</i> .
Infrastructure	refers to built structures such as footpaths, cycleways, crossovers, street furniture, waste and recycle bins, public transport infrastructure, street lighting, signage, parkingparking , and parking embayments, and public art etc.
Licence	has the same meaning as defined under the Public Places and Local Government Property Local Law 2011.
Permit	refers to an official document giving authorisation to do something.
Reserve	has the same meaning as defined under the <i>Land Administration Act 1997</i> .
Road	has the same meaning as defined under the <i>Land Administration Act 1997</i> .
Roadsides	areas (verge) within the road reserve on either side of the road and between carriageways (median).
Thoroughfare	has the same meaning as defined under the <i>Local Government Act 1995</i> .
Towards Zero	the Road Safety Strategy developed by the Road Safety Commission and endorsed by the government of Western Australia to reduce road trauma in Western Australia 2008 – 2020.
Verge	has the same meaning as Nature Strip as defined under the Road Traffic Code 2000 and represents an area between a carriageway and the front boundary of adjacent land, butland but does not include a path.

Page 5 of 5

Policy Number: P511
Council Adoption: 23/04/2019
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Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice:

Strategic Direction

Leadership

Policy P605 Purchasing

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All business units

Policy Objectives

Local government buyers operate in an increasingly dynamic commercial environment. It is essential to have a structured and consistently applied approach to the purchase of goods and services which is that are both transparent and accountable. The process should deliver both legislative compliance and value for money outcomes through the application of by applying a best practice approach.

Policy Scope

This Policy affects all the business units within the City of South Perth.

Policy Statement

Statement of Purpose

The City is committed to creating and deploying efficient, effective, economical and sustainable procedures for all purchasing activities. The City's purchasing policies are designed to deliver:

- Compliance with the *Local Government Act 1995*, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the City's Policies and procedures;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Sustainable benefits, such as environmental, social and local economic factors, are considered in the overall value for money assessment;
- Risks identified are managed within the City's Risk Management Strategy; and
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the City's Record Keeping Plan.



Ethics and Integrity

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act ~~in an honest and professional manner~~ with honesty and professionalism ~~by that~~ supporting the standing of the City.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies and Code of Conduct;
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Purchasing Assessment Criteria

It is important that the purchases of goods or services deliver the best possible outcome for the City. In assessing the procurement of products and services, Officers should responsibly balance Value for Money, Environmental Sustainability & Social Responsibility considerations. A ~~higher~~ higher-priced conforming offer may be recommended should there be clear and demonstrable benefits over and above the ~~lowest-lowest~~-priced conforming offer. The establishment of appropriately weighted selection criteria will assist in this regard.

Compliance with a comprehensive and thoughtfully prepared specification is considered ~~to be more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, service benchmarks, social impact, sustainability~~ more important than obtaining the lowest price, particularly considering user requirements, quality standards, service benchmarks, social impact, sustainability, and life cycle costs ~~ing~~.

Value for Money Assessment

Value for money is an over-arching principle governing the City's purchasing. When officers are undertaking a purchasing action, they should consider goods services and processes that maximise value for money.

Considerations that may be taken into account include:

- All relevant whole-of-life costs and benefits ~~whole-of-life cycle costs~~ (for goods) and whole-of-contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;

Policy Number: P605
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Relevant Council Delegation: N/A
Relevant Delegation: DM605 Purchasing & Invoice Approval
Relevant Management Practice: M605 Purchasing & Invoice Approval

- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default - including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history; and
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Environmental Sustainability Assessment

Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative environmental impacts or ~~that~~ provide positive environmental impacts. Sustainability considerations that may be taken into account include consideration of:

- Products or services that demonstrate energy efficiency as demonstrated through suitable rating systems and ~~eco~~ eco-labelling;
- Products that demonstrate water efficiency;
- Products that are environmentally sound in their manufacture, use and disposal with a preference for products that use a minimal amount of raw materials from a non-sustainable resource and for those that are free of toxic or polluting materials;
- Products that may be re-used, recycled or reclaimed to minimise waste; and
- Fuel ~~+~~ energy efficiency.

Corporate Social Responsibility Assessment

Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative social impacts or provide positive social impacts. This responsibility may be reflected in the supplier's demonstrated respect for people, communities and ~~the~~ environment around the world.

Considerations that may be taken into account include:

- The social impact of the good or service before, during or after its deployment;
- Whether the supplier follows international conventions and labour laws; and
- The suppliers demonstrated commitment to healthy and safe work practices

Legislative Requirements

All purchases must be made in accordance with Section 6.8(1) of the *Local Government Act 1995* and Local Government (Functions & General) Regulations 1996.

Obtaining Quotations for Purchases

The general principles for obtaining quotations from suppliers are:

- Ensure that the requirement /specification is clearly understood by the City employee seeking the quotations; and
- Ensure that the requirement is clearly, accurately and consistently communicated to each ~~of the suppliers~~ supplier being invited to quote.

As the purchasing becomes more complex and ~~+~~ or the purchasing thresholds increase, a more sophisticated written specification is required for the quotation to be sought.

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/2002	Relevant Delegation:	DM605 Purchasing & Invoice Approval
Reviewed/Modified:	03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 11/18, 04/20, 03/21	Relevant Management Practice:	M605 Purchasing & Invoice Approval

Purchasing Thresholds

Category A – Up to \$2,000 (GST exclusive)
One Verbal or Written Quotation Required

Where ~~t~~The value of goods or services is of a minimal amount, ~~say~~ less than \$2,000 it is permissible to direct purchase based on a single ~~verbal or~~ written quote where the market is known, and the purchase is very low risk. This instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would be unreasonable on a cost to benefit analysis basis (e.g.: ~~..~~ purchasing library books or minor catering supplies).

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category B - \$2,001 up to \$10,000 (GST exclusive)
Two Written Quotations Required

Where the value of goods or services is of a minimal amount, between \$2,001 and \$10,000, it is permissible to direct purchase based on two written quotes where the market is known, and the purchase is very low risk. This instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would be unreasonable on a cost to benefit analysis basis.

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category C - \$10,001 up to \$50,000 (GST exclusive)
Three Written Quotations Required

Where the value of procurement of goods or services is between \$10,001 and \$50,000, it is permitted to purchase ~~on the basis of~~ based on at least three written quotations. However, it is recommended to use professional discretion and ~~to occasionally test the market with a greater number or more formal forms of quotation to ensure~~ occasionally test the market with a greater number or more formal forms of quotation to ensure the best value is maintained.

This purchasing method is suitable where the purchase is in a known market or is relatively small and low risk.

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category D - \$50,001 up to \$250,000 (GST exclusive)
Formal Request for Quote with a Written Specification & Predetermined Evaluation Criteria

For the procurement of goods or services where the value exceeds \$50,001 but is ~~not more less~~ than \$250,000, it is necessary to seek at least three written quotations containing price and sufficient information relating to the specification of goods and services being acquired.

Policy Number: P605
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Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 11/18, 04/20, 03/21

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For procurement of goods and services in this range, the selection should not be based on price alone, ~~and it~~ is required to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation’s capability, previous relevant experience and any other relevant factors as part of the assessment of the quotes.

Formal Requests for Quote are to be undertaken in conjunction with Finance/Procurement.

The rationale for the procurement decision should be documented and recorded in accordance with the City Records Management Policy.

Category E – Purchases in Excess of \$250,000 ± (GST exclusive)
Tender Process Required

This ~~policy~~ does not apply to the purchase of goods or services where the expected consideration is more than \$250,000~~±~~ (excluding GST) ~~as s. 5~~. Such transactions are the subject of the Tender Regulations and are to be progressed in accordance with Policy P607 - Tenders & Expressions of Interest.

Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$5,000; and
- The purchasing requirement has been documented in a detailed specification; and
- ~~Specification~~ The specification has been extensively market tested, and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- ~~Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined a~~ The market testing process and outcomes of supplier assessments have been documented, including a rationale for why the supply is unique and cannot be sourced through more than one supplier.

~~A sole source of supply arrangement will only be approved by Finance~~ Finance will only approve a sole source of supply arrangement for a period not exceeding one (1) year. ~~For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists~~ The approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists for any continuing purchasing requirement. Sole Source of Supply is to be made in accordance with Local Government (Functions & General) Regulations 1996 11 (2)f.

Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a value for money assessment demonstrates benefits for the City’s achievement of its strategic and operational objectives.

A qualitative weighting may be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/2002	Relevant Delegation:	DM605 Purchasing & Invoice Approval
Reviewed/Modified:	03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 11/18, 04/20, 03/21	Relevant Management Practice:	M605 Purchasing & Invoice Approval

Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the City's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

State Government (Department of Treasury & Finance) Common Use Agreements (CUA)

Officers are encouraged to make use of government supply contracts for goods and services where possible - as these items have been the subject of a competitive tendering process to pre-qualify them prior to their inclusion on the relevant government supply contract. ~~As such~~ they are likely to offer the City reliable quality, value for money outcomes and administrative cost savings.

Where a purchase is made from a listed CUA the purchasing instructions of the CUA agreement are to be followed in full. The relevant CUA Reference number should be recorded within a System Purchase Requestion to comply with the City Records Management Policy.

WALGA Preferred Supplier Panels

~~Where a~~ collective bargaining initiative has been established on behalf of local governments by WALGA through the WALGA Preferred Supplier Panels. The City may elect to use these panels for services including, but not limited to, insurance services, telephone and data services and software licencing.

Officers may utilise the WALGA E-Quotes process to obtain competitive quotations from a series of pre-qualified suppliers. The E-Quotes service is a secure web-based tool that covers a broad range of goods and services, it stream-lines the quotation process, and ~~it~~ meets all statutory reporting requirements in a transparent manner.

Written Quotations

Should officers be seeking written quotations, the general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written specification
 - Selection criteria to be applied
 - Price schedule
 - Conditions of responding
 - How long the offer is valid for

Policy Number: P605
Council Adoption: 22/10/2002
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,
11/18, 04/20, 03/21

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Relevant Management Practice: M605 Purchasing & Invoice Approval

- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made.

Local Economic Benefit

The City encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the City will:

- where appropriate, consider the capability of local businesses, buying practices, procedures and specifications that do not unfairly disadvantage local businesses; and
- consider indirect benefits that have [flow-flow-on](#) benefits for local suppliers (i.e. servicing and support).

To this extent, a qualitative weighting is encouraged for inclusion in the evaluation criteria for quotes and Tenders where suppliers may be located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy. This [criteria-criterion](#) will relate to local economic benefits that result from quote or Tender processes.

The City will also consider adopting KPIs for successful suppliers that encourage the placement of the local workforce.

Exemptions

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as provided by the *Local Government Act 1995*;
- The purchase is acquired from an Australian Disability Enterprise, a person/organisation registered on the WA Aboriginal Business Directory, WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Common Use Arrangements), or from a Regional Council, or another Local Government, or a State Government, or the Federal Government;
- The purchase contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations that apply.

Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 and F&G Reg. 11(2)(a); or
- A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this [Policy](#).

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Every effort must be made to research and anticipate purchasing

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/2002	Relevant Delegation:	DM605 Purchasing & Invoice Approval
Reviewed/Modified:	03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 11/18, 04/20, 03/21	Relevant Management Practice:	M605 Purchasing & Invoice Approval

requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

Statutory Authorities & Uncontested Markets

Where the City needs to acquire services from an uncontested market where there is only a single provider for a service such as Landgate Valuation Services, WA Electoral Commission, Fines Enforcement Registry or Water Authority; there is no requirement to seek quotations.

Pre-Qualified Supplier Panels

~~In certain limited circumstances,~~ The City may wish to establish its own panel of pre-qualified suppliers (for purchases such as legal services, catering or project management). In these cases, the City must be satisfied that there is a continuing and ongoing requirement for the goods and services, and the purchasing must be low to medium risk.

The establishment of the panel, distribution of work and purchasing from the panel are in accordance with Policy P611 Pre-Qualified Supplier Panels.

Repetitive Purchases

In making regular or repetitive purchases for the same goods or services, officers should be conscious of the potential for the triannual (across a rolling three (3) year period) purchases to accumulate to an amount in excess of the tender threshold (currently more than \$250,000).

Where this repetitive purchasing issue is relevant and such occurrence is subsequently identified, officers should take appropriate actions to ensure that future purchases for these items are progressed ~~in accordance with the requirements of Policy P607 – Tenders & Expressions of Interest~~ according to Policy P607 - Tenders & Expressions of Interest requirements.

Purchasing Policy Non-Compliance

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the City's policies and procedures.

Failure to comply with the requirements of this ~~P~~policy will be subject to investigation, with findings to be considered in ~~the~~ context of the responsible person's training, experience, seniority and reasonable expectations for ~~the~~ performance of their role.

Where a breach is identified, it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/2002	Relevant Delegation:	DM605 Purchasing & Invoice Approval
Reviewed/Modified:	03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 11/18, 04/20, 03/21	Relevant Management Practice:	M605 Purchasing & Invoice Approval

Anti Avoidance

When making purchases City officers are to ensure that actions taken are in accordance with the Anti Avoidance provisions of the Local Government (Functions & General) Regulations 1996 (Part 4) and Section 3.57 of the *Local Government Act 1995*.

Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the City's Record Keeping Plan

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

State Records Act 2000

Other Relevant Policies / Key Documents

P607: Tendering & Expressions of Interest

P611: Pre-Qualified Supplier Panels

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2020~~1~~-2030~~1~~

Policy Number: P605
Council Adoption: 22/10/2002
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,
11/18, 04/20, 03/21

Relevant Council Delegation: N/A
Relevant Delegation: DM605 Purchasing & Invoice Approval
Relevant Management Practice: M605 Purchasing & Invoice Approval

Strategic Direction Leadership

Policy P607 Tenders and Expressions of Interest

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All business units

Policy Objectives

The purpose of this policy is to provide a framework by which the City can invite, evaluate, and accept Tenders and Expressions of Interest. Openness and accountability are critical elements of the tendering process and hence it is essential to have a framework which adequately addresses matters of probity in the acquisition of goods and services.

Policy Scope

This Policy will affect all business units within the City of South Perth.

Policy Statement

General Principles

The City uses Tendering and Expression of Interest processes that are based on the Western Australian Local Government Association (WALGA) Purchasing and Tendering Guide, the *Local Government Act 1995* and Part 4 *Local Government (Functions and General) Regulations 1996*.

Tenders and Expressions of Interest are to be called and accepted in accordance with the principles contained in the City's Purchasing & Tendering Manual and reflected in Management Practice M607.

Delegation of authority contained in Delegations DC607 and DC685 are designed to provide a clear, auditable trail of the tender process and establish accountability for the various stages of the tender process. Any exercise of delegated authority by City officers under these delegations is to be properly documented in accordance with the procedures specified in the City's Tendering Manual and recorded in the City's Record Keeping System.

Regulatory Compliance

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as provided by the *Local Government Act 1995*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction, which has been authorised by Council; Council has authorised;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations.



In all other circumstances where it is expected that the expenditure on the acquisition of goods or services will exceed the tender threshold (\$250,000 excluding GST), tenders must be called in accordance with all relevant statutory obligations and the City's documented tender process.

Anti-Avoidance

Officers shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the consideration below the level of \$250,000, thereby avoiding the need to ~~publicly tender~~ publicly.

Tender Evaluation Criteria

The City shall, before tenders are publicly invited, determine in writing, the criteria that will be used for evaluating which tender should be accepted.

Evaluation Panel

The evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase; the panel must contain a minimum of three members.

Advertising Tenders

Tenders must be advertised in a Statewide publication, e.g. "The West Australian" newspaper, preferably in the Local Government Tenders section, and preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **business** days are provided as a minimum.

The Notice of Tender must include:

- A brief description of the goods or services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying a person from whom more detailed information as to tendering may be obtained;
- This detailed information includes:
 - Such information as the City decides should be disclosed to those interested in submitting a tender;
 - Detailed specifications of the goods or services required;
 - The criteria for deciding which tender should be accepted;
 - Whether or not the City has decided to submit a tender; and
 - Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will be made available via the e-Procurement portal.

It is necessary to register on the e-Procurement portal in order to be able to bid for the supply of goods and/or services. The portal is used exclusively to advertise, publish and receive responses to and from suppliers and the City.

Once confirmed as a registered supplier, users will receive email updates and notifications each time the City adds a new request for tender, quotation or EOI to the system.

Page 2 of 4

Policy Number:	P607	Relevant Council Delegation:	DC607 DC685
Council Adoption:	26/11/02	Relevant Delegation:	DM607
Reviewed/Modified:	10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21	Relevant Management Practice:	M607

Addendum to Tender

If, after the tender has been publicly advertised, the City wishes to make any variations to the tender documentation, it must take reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Tender Deadline

A tender is required to be rejected unless it is submitted at a place and within a time specified in the invitation for tenders.

Submitting a Tender

Tender documentation must be submitted electronically via the City's e-Procurement portal no later than the closing times. Completed tenders must be submitted in accordance with the Request for Tender documents.

Tenders received after the closing time or in a manner other than that stipulated in the Request for Tender documents shall be non-conforming and will be rejected. The City accepts no responsibility for a submitted tender failing to meet the requirements outlined in the Request for Tender documents.

Opening of Tenders

No tenders are to be opened, examined or assessed until after the tender deadline. Tenders are to be opened in the presence of an officer authorised by the Chief Executive Officer and at least one other City Officer. Details of all tenders received ~~and~~ opened shall be recorded in the Tender Register.

Tenders are to be opened after the advertised time and at the advertised place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the City. Members of the public are entitled to be present at the opening.

If the Request for Tender documents requests that the manner for delivery is by post or hand delivery, then the tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by the City officer present at the opening of tenders.

If No Tenders Received

Where the City has invited tenders, and no tender was submitted that met the tender specifications, direct purchases can be arranged ~~on the basis of~~ based on the following:

- This fact is clearly and adequately documented;
- The specification for goods and ~~and~~ services remains unchanged;
- Purchasing is arranged within six months of the closing date of the lapsed tender.

Tender Evaluation

~~Tenders that have not been rejected as non-conforming shall be assessed by the City~~ ~~the City shall assess tenders that have not been rejected as non-conforming~~ by means of a written evaluation of the extent to which each tender satisfies the specified criteria for deciding which tender to accept. The tender evaluation panel ~~is to determine~~ determines which tender would be most advantageous to the City ~~to accept~~.

Minor Variations

If after the tender has been publicly advertised and a successful tenderer has been chosen, but before the City and tenderer have entered into a contract, the City may make a minor variation in the goods or services required. A minor variation will not alter the nature of the goods or services required, nor will it materially alter the specification or structure requested by the initial tender.

Page 3 of 4

Policy Number:	P607	Relevant Council Delegation:	DC607 DC685
Council Adoption:	26/11/02	Relevant Delegation:	DM607
Reviewed/Modified:	10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21	Relevant Management Practice:	M607

Notification of Outcome

Each tenderer shall be notified of the ~~outcome of the tender~~tender outcome following its determination. ~~Notification-~~The notification shall include the name of the successful tenderer. The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All documentation associated with the tender process must be recorded and retained. This includes:

- Tender specification and supporting documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

Record retention shall be in accordance with the minimum requirements of the *State Records Act*, and the City's internal records management policy.

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Other Relevant Policies / Key Documents

P605: Purchasing

P611: Pre-Qualified Supplier Panels

P674: Management of ~~C~~orporate Records

~~P695: Risk Management Policy,~~

City of South Perth Strategic Community Plan ~~2020-2030~~2021 - 2031

DC607: Acceptance of Tenders/E-Quotes/Common Use Agreements

DC607B: Non-Acceptance of Tenders

DC685: Inviting Tenders or Expressions of Interest

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Page 4 of 4

Policy Number:	P607	Relevant Council Delegation:	DC607 DC685
Council Adoption:	26/11/02	Relevant Delegation:	DM607
Reviewed/Modified:	10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21	Relevant Management Practice:	M607

Strategic Direction *Leadership*

Policy P611 Pre-Qualified Supplier Panels

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish a ~~Panel, and~~ **Panel and** manage the risks and achieve the benefits expected of the proposed Panel.

Policy Scope

This Policy affects all business units within the City of South Perth.

Policy Statement

Establishing and Managing a Panel

Should the City decide that a Panel is to be created, it will establish the ~~P~~panel in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories.

Panels may be established for a minimum of one (1) year and for a length of time deemed appropriate by the City.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier (through an invitation procurement process advertised via a state-wide notice), the City will state the expected number of suppliers it intends to put on the Panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel. The City will disclose this approach in the detailed information when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the City intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The City will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the City may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in Policy P605. When a ranking system is established, the Panel will not operate for a period exceeding 12 months; or
- an alternate method of distribution of work may be chosen. The City will disclose this approach in the detailed information when establishing the Panel.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or which includes options to extend the contract.

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Page 2 of 3

Policy Number: P611
Council Adoption: 15/10/2019
Reviewed/Modified: 03/21

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications, must all be captured on the City's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the City's Record Keeping Plan.

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

State Records Act 2000

Other Relevant Policies / Key Documents

P605: Purchasing

P607: Tendering & Expressions of Interest

P674: Management of Corporate Records

[P695: Risk Management Policy](#)

City of South Perth Strategic Community Plan ~~2020-2030~~2021 - 2031

Page 3 of 3

Policy Number: P611
Council Adoption: 15/10/2019
Reviewed/Modified: 03/21

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

Strategic Direction *Leadership*

Policy P613 Capitalisation & Valuation of Fixed Assets

Responsible Business Unit/s	Financial Services, Asset Management
Responsible Officer	Director Corporate Services, Manager Finance
Affected Business Unit/s	All Business Units

Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's resources. This includes the development of proper systems to record the location and valuation of fixed assets acquired or constructed by the City. Fundamental matters to be considered in the effective management of fixed assets (Property, Plant & Equipment or Infrastructure) are the determination of what constitutes a fixed asset, how they are recorded and how they are valued according to fair value principles as well as at what threshold value they should be capitalised.

Policy Scope

This Policy directly affects the Financial Services Team and Asset Management Team - and informs the preparation of the Annual Financial Statements to ensure the recording of accurate data on fixed assets in accordance with relevant accounting standards and professional announcements. It also directly impacts the way in which assets are maintained and managed by informing maintenance cycles and initiating renewals expenditure. In this way, the policy indirectly impacts the activities of all service departments.

Policy Statement

To permit the preparation of statutory financial statements and to inform the effective planning for, management of and enhancement of fixed assets, expenditures incurred by the City must be classified as either being 'operational in nature' or being such that they result in the creation or renewal of a 'fixed asset'. The manner in which expenditure is classified has a major impact on results disclosed in the Income Statement and on the financial position disclosed in the City's Statement of Financial Position.

Those items that are 'capitalised' as assets must be depreciated over their useful life which is determined according to the particular asset class (and component within that class to which that item belongs). Costs that are simply 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.



The nature of the expenditure must be considered in both the budget and financial reporting stages to determine whether it is likely to create a new fixed asset, renew a fixed asset or whether it constitutes a repair or maintenance expenditure. Reference to relevant professional accounting standards and practice statements provide persuasive guidance in this regard. Not only does this determination impact financial results and financial position, but it also impacts the financial ratios by which the City's financial sustainability is assessed.

In determining whether or not an expenditure by the City results in the creation of an 'asset', the City applies the principles contained within the Australian Accounting Standards (AAS) and the Local Government (Financial Management) Regulations 1996 (LGFMR). It also reflects on contemporary best practice principles in asset management. This determination requires the exercise of appropriate professional judgement - and therefore the determination is made only by the City's qualified professional accounting staff in consultation with the City's Asset Management Team.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register that meets all [legislative auditing](#) requirements and asset management responsibilities - including the risk and compliance issues attaching to the proper classification of capital expenditures.

Classification & Capitalisation Thresholds

In accordance with the amendment to the *Local Government (Financial Management) Regulations 1996* (Regulation 17A (4) and (5)) the capitalisation threshold of assets has been amended to \$5,000.

Assets with a fair value less than \$5,000 as at the date of acquisition that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale are included under the Portable and Attractive category of the Asset Register.

To permit efficient, accurate and complete recording of fixed assets, expenditure incurred to acquire, renew or enhance an asset should be capitalised if the expenditure [meets capitalisation criteria](#) and is above the [legislated capitalisation](#) following thresholds.

Assets are capitalised progressively throughout the year - at the time of acquisition or commissioning ready for use. The [legislated](#) asset capitalisation threshold is applied to these assets individually.

The City does not capitalise separate component parts within a larger asset class of Property Plant & Equipment assets - with the specific exception of Buildings which are required to be recorded and valued at the component level.

Infrastructure assets are specifically required to be recorded and valued at fair value (reflected as the current written down replacement cost) compiled at the 'component' level. This methodology recognises the differing useful lives of the various components of the infrastructure assets.

Building assets [can be](#) firstly classified as 'Specialised' or 'Non Specialised' which determines the level of valuation inputs required. Buildings are recorded and valued at fair value at the 'component' level to recognise the differing useful lives of the various components of the particular building asset.

Page 2 of 4

Policy Number: P613
Council Adoption: 25/10/2005

Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 05/19, 06/20, 03/21

Relevant Council Delegation: N/A
Relevant Delegation: N/A

Relevant Management Practice: N/A

Asset Components:

Building assets are segregated into the following (minimum) component classification for the purposes of recording, valuation and maintenance / replacement:

- Building structural shell & sub-structure
- Roof
- Transportation systems (lifts / elevators)
- Electrical systems
- Hydraulic systems
- Security systems
- Fire protection systems
- Mechanical plant (air conditioning plant etc)
- Internal fit-out
- Floor coverings

Note that AV equipment, furniture and fittings are not considered to be part of the building and are separately addressed.

Infrastructure assets are segregated into the components that are considered specific to (and relevant for) that particular asset class as determined by the Asset Management Team - guided by contemporary asset management principles.

Valuation

Valuation and revaluation of City assets are in accordance with the LGFMR specifically Regulation 17A.

The City revalues its assets:

- whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued.

The following classes of Property Plant & Equipment are measured using the cost model in accordance with AAS, individual assets may be subject to an impairment test (and possible downwards revaluation) at any time should the City's professional staff deem that the asset has been 'impaired'.

- Technology Equipment (Computers, peripherals and communications equipment)
- Furniture & Fittings
- Plant & Equipment
- Mobile Plant
- Right-of-Use Assets (as defined by the LGFMR)

The following asset classes are valued at 'fair value' determined by management valuation representing the written down replacement cost determined using contemporary valuation techniques.

- Land and Buildings, Artworks
- Road Network
- Path Network
- Drainage Network
- Parks Assets
- Street Furniture & Other Assets

Page 3 of 4

Policy Number: P613
Council Adoption: 25/10/2005

Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 05/19, 06/20, 03/21

Relevant Council Delegation: N/A
Relevant Delegation: N/A

Relevant Management Practice: N/A

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Foreshore Assets

Car Parking

Vested Improvements controlled by the City (as defined by the LGFMR)

Certain readily transferable items with a fair value lesser than the \$5,000 capitalisation thresholds, such as mobile telephones or minor mobile plant such as chainsaws or brush-cutters, etc, are recorded under the Portable and Attractive (P&A) category of the Asset Register with their details, serial numbers and location. P&A assets are fully expensed at the date of acquisition and recorded with a nil value on the Asset Register.

In accordance with the LGFMR vested land is a Right-of-Use (ROU) asset to be measured at cost. All ROU assets (other than Vested Improvements which is measured at Fair Value) under zero cost concessionary leases are measured at zero cost e.g. easements, land under roads and land utilised as public open space.

Useful Lives & Depreciation Rates

The City determines the useful lives of fixed assets (and therefore the applicable depreciation rates to be applied), for each class of asset utilising the principles contained in the Institute of Public Works Engineering Australasia Practice Notes, relevant accounting pronouncements and guidelines, its own experience and comparison with other Local Governments. These are re-assessed annually by City officers to ensure that they reflect contemporary practice and compliance with the AAS. They are also subject to annual review by the City's auditors for 'reasonableness'.

The policy in relation to the estimated useful lives which are to be applied to the City's depreciable fixed assets for the purposes of preparing statutory financial statements is:

Legislation / Local Law Requirements

Relevant accounting standards and guidance including, but not limited to the following:

AASB 13 Fair Value Measurement

AASB 116 Property, Plant and Equipment AASB 136 Impairment

AASB 5 Assets Held for Sale AASB 40 Investment Properties

Local Government (Financial Management) Regulations 1996

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan [2021 - 2031](#)

City of South Perth Long Term Financial Plan

City of South Perth Asset Management Plans

International Asset Management Manual

Page 4 of 4

Policy Number:

P613

Council Adoption:

25/10/2005

Reviewed/Modified:

03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 05/19, 06/20, 03/21

Relevant Council Delegation:

N/A

Relevant Delegation:

N/A

Relevant Management Practice:

N/A

Policy P624 Media Communications

Responsible Business Unit/s	Governance Stakeholder and Customer Relations Communications and Engagement
Responsible Officer	Manager Governance Stakeholder and Customer Relations Communication and Engagement
Affected Business Unit/s	All City business units

The City of South Perth (the City) is committed to open and transparent communication and to being fully accountable. We will communicate with our community and provide the media with information about projects and initiatives in a timely manner.

Policy Objectives

The objective of this policy is to:

- Provide guidance to the Mayor, [Councillors Elected Members](#) and the City's administration for a coordinated approach to communicating with the media in a consistent, accurate and professional manner to enable fair and accurate reporting of City business
- Promote a positive and professional image of the City
- Keep the community informed about City business through the various media channels
- Ensure that all communication is consistent, accurate and in the best interests of the City
- Provide guidance on speaking with and responding to the media.

Policy Scope

This policy applies to all Elected Members, City employees and consultants.

Policy Statement

The City aims to build positive relationships with journalists and media representatives. Responding to media enquiries fosters open and transparent relations and helps to build confidence in the City, while maintaining a solid reputation of responsiveness to enquiries.

The media communications policy sets out a clear and consistent protocol for communications in general but in particular relating to contact with the media. It has been established to:

- Provide clear guidance on the role of the Mayor, Councillors, Chief Executive Officer and administration employees in communicating with the media



Council Adoption: 26/03/2019
Reviewed/Modified:

Relevant Delegation: N/A
Relevant Management Practice: N/A

- Proactively represent the City in media communications
- Ensure communication with media is consistent, in line with the City's Marketing and Communications Strategy
- Ensure that communications with the media are positive and of a professional standard
- Ensure that media communication is in accordance with relevant statutory provisions, the City's Code of Conduct and this Policy.

Speaking to the media

In accordance with section 2.8(1)(d) of the *Local Government Act 1995* the Mayor is the official spokesperson for the City. On operational or administrative matters, it may be more appropriate for the Chief Executive Officer to provide comment. If unavailable, the Mayor may authorise an alternative spokesperson (usually the Deputy Mayor) to speak or provide quotes on [his/hers/their](#) behalf.

The Mayor and/or Chief Executive Officer may, where more appropriate, appoint an employee with specialist knowledge to act as spokesperson on a specific matter.

Media liaison

The [Marketing and Communications Team](#)~~Communications Officer~~ is responsible for coordinating media liaison, issuing media releases and responding to media enquiries on behalf of the City.

The [Manager, Customer, Communications and Engagement, the Communications and Marketing Coordinator, Communications Officer](#) ~~and if required, Marketing Coordinator and in their absence,~~ the Marketing Officer, are the only City employees approved to respond to a media enquiry [with approval from the CEO and/or Mayor](#). No other employees are able to provide comment to the media, either 'on' or 'off the record' on any matter pertaining to the City and its Council.

City employees

In cases where it is appropriate for an employee to be interviewed for a news story, this is at the discretion of the Chief Executive Officer. The employee must first seek approval from their Business Unit Manager and following approval by the Chief Executive Officer, the employee must liaise with the Communications team to prepare for the interview.

Employees must not make public comment unless specifically directed to do so and only in consultation with the Communications team. If authorised, comment should be confined to factual information, avoiding the expression of personal opinion.

Elected Members

If making statements to the media about a Council decision or policy, Elected Members should clearly indicate that they are expressing their personal views and that they are not speaking on behalf of the City. In making a statement or comment, Elected Members should clearly communicate the decision of Council, the process taken to arrive at the decision and the reasons for it, before they indicate their personal views.

Elected Members must not make disparaging or offensive comments in the public domain including the media, public meetings or in any form of electronic communication, including social media, about other Elected Members or City employees.

Page 2 of 3

Policy Number: P624
Council Adoption: 26/03/2019
Reviewed/Modified:

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: N/A

Media Statements/Releases

Media statements should present a positive image of the City. The City will not promote a community group or business either via the media or any other of the City's communications channels unless the City is directly involved in a partnered activity or event.

The Communications team will manage all media statements and releases. They will endeavor to respond to all media enquiries unless it is not in the City's best interest to do so.

Employees who become aware of issues or potential issues that could lead to adverse media outcomes for the City must contact the Communications team immediately so that an appropriate response or statement can be developed.

Where a media release relating to a City project or in which the City is involved is to be prepared by another organisation, a copy must be provided to the Communications team to enable input from the City and to seek approval from the Chief Executive Officer or Mayor prior to the information being released.

Media releases and responses to media enquiries will be made available by publishing on the City's website on the day of release unless specifically requested to delay the publishing of a response by a media outlet.

Media statements will not include information of an electioneering or personal promotional nature.

The City will discuss matters with the media unless there are confidentiality, privacy or duty of care implications or if the discussion of the matter could infringe other laws or regulations.

Legislation / Local Law Requirements

Section 1.3 (2) of the *Local Government Act 1995*.

Other Relevant Policies / Key Documents

Marketing and Communications Strategy

Strategic Direction *Leadership*

Policy P625 Equal Employment Opportunity

Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth (the City), in compliance with State and Federal Legislation, is committed to ensuring our workplace is free of discrimination and harassment and that all workers are treated fairly in all aspects of their employment. The City is dedicated to providing a pleasant working environment that encourages diversity and good working relationships and that all recruitment, selection and employment decisions will be based on the individual merit of applicants and workers.

Policy Scope

This Policy applies to all workers of the City.

Policy Statement

The objectives of the *Equal Employment Opportunity Act 1984* (EEO Act) are to:

- eliminate and ensure the absence of discrimination in employment on the grounds of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and,
- promote equal employment opportunity for all persons.

The City recognises its legal obligations under the EEO Act and will actively promote equal employment opportunities (EEO) through:

- creating and reviewing policies, management practices and programs, and communicating these documents to employees;
- ensuring the philosophy and principles of EEO will apply at all levels of the organisation, including any persons visiting/working on City premises;
- employees with supervisory responsibilities at all levels will receive compulsory training and all employees will receive regular awareness training; and
- ensuring other reasonable steps are taken to promote and protect a non-discriminatory and harassment free work environment for all current and prospective workers.



Legislation / Local Law Requirements

Local Government Act 1995
Equal Opportunity Act 1984 (WA)
Equal Opportunity for Women in the Workplace Act 1999 (Cth)
Age Discrimination Act 2004 (Cth)
Disability Discrimination Act 1975 (Cth)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Human Rights and Equal Opportunity Commission Act 1986
Occupational Safety and Health Act 1984 (Cth)

Other Relevant Policies / Key Documents

| City of South Perth [Employee Code of Conduct](#)
| City of South Perth Countering Bullying and Harassment in the Workplace Management Practice
| City of South Perth Employee Discipline Management Practice
| [City of South Perth Work Health and Safety Policy](#)

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Page 2 of 2

Policy Number:	P625	Relevant Policy:	N/A
Council Adoption:	11/02	Relevant Delegation:	N/A
Reviewed/Modified:	03/09, 03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 12/17, 07/20, 03/21	Relevant Management Practice:	M647, M655

Strategic Direction

Environment (Built and Natural)

Policy P210 Street Verges

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Services, Development Services

Policy Objectives

The City is committed to the retention and development of green and leafy streetscapes which include street verges. To achieve this, the City will promote the development and maintenance of treatments such as sustainable verge gardens and/or lawn, however other treatments may also be approved in certain limited circumstances (refer to the Street Verge Landscape Guidelines).

Policy Scope

This Policy is relevant to Land Owners in the City of South Perth, where street verges are located adjacent to their properties.

For the purpose of this policy a Street Verge is defined as:

"the area of the road reservation land located between a road kerb and the boundary of an adjacent property."

Policy Statement

The City's preference is for verge treatments to be predominantly planted sustainable verge gardens and/or lawn, however other treatments such as brick paving and synthetic turf may be approved in certain circumstances (refer to the Street Verge Landscape Guidelines).

Land Owners may establish and maintain a verge garden and/or lawn on the street verge without prior permission from the City.

Prior permission from the City is required for the installation of verge treatments such as brick paving and synthetic turf.

Neither the City nor other public utility service providers will accept responsibility for reinstatement of verge gardens, lawn, paving or synthetic turf affected by the implementation of routine maintenance of services or in relation to construction projects.

The City has established 'Street Verge Landscape Guidelines' which provide detailed information about what is permitted to be established on the street verge and the processes to follow to seek approval for the various treatments.

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Infrastructure Reinstatement Requirements

If the verge area is damaged during the course of private works on the Land Owners property, the Land Owner is required to return the verge to the same condition that existed prior to the works commencing. The City may require a land owner or contractor undertaking works on behalf of a land owner on a private lot or within the street verge to establish an Infrastructure Protection Bond prior to commencing any works. If the City has found that infrastructure has been damaged pertaining to the private works, the City will give 21 days' notice to the Land Owner for the rectification works to be completed. If the rectification works have not been completed or the standard of work is not to the City's satisfaction, the City will complete the work and the Land Owner will be charged for all costs pertaining to the work. If there are insufficient funds within the Infrastructure Protection Bond, the City will recover the balance of the costs from the land owner.

Legislation / Local Law Requirements

Local Government Act 1995

Public Places and Local Government Property Local Law 2011

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-21-2027-31

Policy P206 Urban Forest

Policy P350.5 Trees on Development Sites and Street Verges

Policy P503 Crossovers

Urban Forest Management Plan

Green Plan

Street Verge Landscape Guidelines

Road Reserve Access Bond

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Page 2 of 2

Policy Number:	P210	Relevant Council Delegation:	N/A
Council Adoption:	25/03/08	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 03/20	Relevant Management Practice:	N/A

Strategic Direction *Leadership*

Policy P603 Investment of Surplus Funds

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services and Manager Finance
Affected Business Unit/s	Financial Services

Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's financial resources. This includes the development of proper systems to authorise, verify and record the investment of monies in appropriate financial instruments.

Policy Scope

This Policy applies to the Financial Services Business Unit.

Policy Statement

Municipal, Trust and Reserve funds considered surplus to the immediate needs of the City (as determined by the Director Corporate Services and Manager Finance) may be invested with approved financial institutions in line with the following principles:

Primary Considerations

- Preservation of Capital
- Meeting Liquidity Requirements
- Meeting the 'Prudent Person' Standard
- Preventing Conflicts of Interest
- Transacting only in 'Approved' Financial Instruments
- Meeting the City's Risk Management Criteria relating to Credit Risk & Counterparty Diversity

Capital Preservation

- Preservation of capital is the principal objective of the investment portfolio.
- All investments are to be made in a manner that seeks to ensure security and safeguard the portfolio by effectively managing credit risk and interest rate risk within identified parameters.
- Investment for speculative purposes is not permitted under this policy.

Liquidity

- Proper consideration is to be given to the present and likely future daily operational cash requirements of the City when selecting investments.
- The liquidity and marketability of the proposed investment during, and on determination, of the proposed financial instrument is to be taken into consideration.
- The term to maturity of an investment shall be in accordance with that specified in the Risk Maturity Framework - but should allow maximum seven (7) day access to Council funds.

Prudent Person Standard

- Investments are to be managed with the care, diligence and skill that a prudent person would exercise.
- Officers are to manage the investment portfolio to safeguard it in accordance with spirit of this policy.

Delegated Authority

- In accordance with Delegation DC603 & DM603 - Investment of Surplus Funds.

Ethics & Conflict of Interest

- Officers authorised under the relevant delegations shall refrain from personal activities that may conflict with the proper execution of transactions and management of Council's investment portfolio.
- Authorised officers should advise the CEO of any conflict of interest.

Approved Instruments

- Interest Bearing term deposits with Authorised Deposit Taking Institutions (ADIs, Australian banks, building societies and credit unions) for a maximum term of three years.
 - Authorised institution means
 - An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
 - The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
- Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.

Prohibited Investments

This policy prohibits any investment not specified as an Approved Instrument in this Policy:

- The use of leveraging (borrowing for investment purposes) is prohibited.

Risk Management

Credit Quality

- Credit quality on 780% of the portfolio is to be a minimum of Standard & Poor rating A-1+ short term or A+ long term or better.
- Credit quality on a maximum of 320% of the portfolio may be a Standard & Poor rating A-2 short term or BBB+ long term or better.

Counterparty Risk

- Counterparty credit risk is to be managed through adequate level of diversification to spread risk.

Page 2 of 4

Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 03/21

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures

- Not more than 25% of the total funds invested at any given time are to be placed with any one institution.

Maturity Term

- Investment terms to maturity may range from 'at call' to a maximum of one (1) year for Municipal or Trust Fund Investments.
- At least 60% of Reserve Fund investments shall have terms to maturity of less than one (1) year.
- Investments which are downgraded below the ratings approved in this policy are to be liquidated within 7 days of notification of the rating downgrade.

Supplementary Considerations

- Corporate Social Responsibility
- Transaction Costs

Corporate Social Responsibility

- In making investment decisions, consideration may be given to the corporate social responsibility profile of the financial institutions with whom the City invests.
- It is emphasised that this is a subjective criteria and may only be taken into account when making investment decisions **after** all of the Primary Considerations listed in this policy have been met.
- Where this criteria is exercised, the justification for applying it should be recorded for future audit purposes.

Transaction Costs & Administrative Matters

- The administrative, banking and reporting costs that may be associated with the particular financial instrument are to be considered in selecting an appropriate financial instrument.
- Competitive quotations are to be obtained prior to investing Council funds with any institution.

Reporting

- A fully reconciled Investment Register is to be maintained by the City at all times.
- The Investment Register is to record all investments held and those that have matured during that year - including details of financial institution, investment type, interest rate applicable, term to maturity and interest revenues earned and accrued.
- A report summarising the composition of the investment portfolio including investment classes, amounts invested with each financial institution and details of the investment performance shall be provided to Council monthly.

Page 3 of 4

Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 03/21

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures

Legislation / Local Law Requirements

Local Government Act 1995 - Section 6.14 and Section 5.41
The Trustees Act 1962 - Part III

| Local Government (Financial Management) Regulations 1996 - Regulation 19, 19C, 28 and 49
Australian Accounting Standards

Other Relevant Policies / Key Documents

| City of South Perth Strategic [Community Plan 2021 - 2031](#)

Page 4 of 4

Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12,
03/13, 03/14, 02/15, 03/16, 03/17, 06/18,
03/21

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures

Strategic Direction Leadership

Policy P609 Management of City Property

Responsible Business Unit/s	Governance, Financial Services
Responsible Officer	Manager Governance, Manager Financial Services and Manager Community Culture and Recreation
Affected Business Unit/s	Community Culture and Recreation, Financial Services, Governance, City Environment

Policy Objectives

The City has a considerable and diverse property portfolio. Property assets are an important ~~community or corporate~~ resource that must be managed in an integrated manner in order to align with and support the City's vision, objectives and goals in an efficient and sustainable manner.

This policy ensures that the City has a framework which enables it to review, identify, name and evaluate Council owned property, ensuring that any property that is disposed of by lease or sale is undertaken in a consistent, fair and transparent manner.

Policy Scope

The policy will affect the ~~organisations~~ leasing City ~~property and~~ buildings and ~~all~~ staff involved with ~~City buildings and~~ the naming ~~of City of South Perth facilities~~, leasing and sale of land process.

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Policy Statement

Naming of City Facilities and Buildings

This policy provides guidance for the naming of City of South Perth facilities, ~~including~~. City facilities and buildings owned by the City of South Perth on City owned or Crown land.

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Where appropriate, the Council may consider naming facilities and buildings, in honour of persons considered to have made an outstanding contribution to the community, worthy of such an honour.

The following process should be followed ~~by Council~~, in a confidential manner until finalised.

Shortlisted names will be assessed against the below criteria and presented to the Council for consideration.

The criteria for shortlisted names could include:

- Prominent South Perth identities, including pioneering families and persons with historical connections to South Perth;
- Persons who have made a significant contribution to and have had a long term association with the South Perth community;
- Traditional indigenous names relevant to a site or locality or with a relevant meaning
- Names that represent any relevant South Perth landmarks, flora or fauna.



Where a person's name is involved, approval will be sought from the person proposed to being honoured or their family, prior to the name being presented to the Council for consideration.

Commemorative Plaques

The City may allow friends or relatives of a deceased person who had a significant connection with the City to install a commemorative plaque on City controlled land. The City's officers may decide to allow the installation of a commemorative plaque on an approved structure or tree only, in accordance with Management Practice M111 Placing of Memorials on Public Open Space, Road Reserves and Streetscapes.

Leasing of City Property

The City will negotiate the lease of property, owned or controlled (under management order) City buildings with the principles set out in this policy.

The City shall consider the following criteria in assessing a Council property with respect to usage and potential leasing:

- Community benefit assessment
- Alignment and contribution of the property towards to the achievement of the Council's strategic objectives
- Assessment of present utilisation of asset
- Consideration of potential opportunities for future utilisation the asset
- Determine capacity for City to properly maintain and manage the property
- Consideration of statutory influences and heritage / conservation value
- Consideration of financial return to the Council

Not for Profit Sporting Organisations; Not for Profit Kindergartens; Not for Profit Community Associations and Government Bodies

Leases will be negotiated consistently with the following principles:

- Leases will be granted for an appropriate period taking into consideration the prescribed timeframe on the Crown land management order; the history/length of time the proposed tenant has operated within or provided services to people in the municipality; the previous usage of the site; the City's future plans for the site; financial viability/sustainability of the proposed tenant; and comparison/consistency with agreements granted to other similar organisations. -period of 5 years with a 5 year option to provide sporting clubs with security of tenure and the ability to attract funding;
- 1. In general, leases will be for 5 years with a 5 year renewal option; or up to 21 years (Note: as a safeguard a redevelopment clause shall be included in case the land is required for another purpose during the period).
- 2. Leases to be for an annual rental amount which is calculated using the following formula:
 - 0.1% of the insured value of the facility or a minimum of \$1,000 per annum.
- All groups will be required to adhere to the 'Property Maintenance Schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).
- 3. The City may by resolution of Council grant a donation in subsidy of the rental amount where the proposed tenancy would provide a demonstrable benefit to the local community.

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Page 2 of 4

Policy Number:	P609	Relevant Council Delegation:	DC609 Leases and Licences
Council Adoption:	28/05/13	Relevant Delegation:	N/A
Reviewed/Modified:	09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 01/15, 03/16, 03/18, 10/18, 03/21	Relevant Management Practice:	M609 Lease of City Owned Buildings

Kindergartens Operated by Not for Profit Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for 5 years with a 5 year option; and
- Leases will be offered for a peppercorn rental.
- These groups will be required to adhere to the 'Property Maintenance Schedule'.

Not for Profit Community Associations / Government bodies, Committees and Associations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period 5 years with a 5 year option years; and
- Leases may be negotiated on a case by case basis for a rental amount which is calculated using the following formula:
 - 0.1% of the insured value of the facility or a minimum of \$1,000 per annum.
- The City may by resolution of council grant a donation in subsidy of the rental amount where the proposed tenancy would provide a demonstrable benefit to the community of South Perth; and

Commercial Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period of twenty one years and
- Leases will be for a rental amount reflective of an independently market valuation of the premises, taking into account the nature of the business enterprise.
- All groups will be required to adhere to the 'Property Maintenance Schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).

Sale of City Property

Sale / Disposal

The following criteria shall be taken into consideration to determine whether a property is surplus to Council requirements and identified for disposal:

- Community benefit assessment, no longer used or is not used for a purpose associated with service provision by Council.
- Alignment and contribution of the property towards to the achievement of the City's strategic objectives
- Assessment of existing and potential future utilisation of the property
- Determine capacity for the City to properly maintain and manage the property
- Consideration of statutory influences and heritage / conservation value and
- Consideration of financial return to the City.
- Whether the land is no longer used or is not used for a purpose associated with service provision by Council.
- Whether the land (if being used for a Council service) has a net realisable value which is significantly greater than the cost of re-establishing the service on another site.

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Page 3 of 4

Policy Number:	P609	Relevant Council Delegation:	DC609 Leases and Licences
Council Adoption:	28/05/13	Relevant Delegation:	N/A
Reviewed/Modified:	09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 01/15, 03/16, 03/18, 10/18, 03/21	Relevant Management Practice:	M609 Lease of City Owned Buildings

- Whether the land does not contribute to the achievement of a Council's current objective.
 - Whether the land if retained has no strategic significance to the Council on a long-term basis.
- The above criteria will be taken into consideration where a property has an independent market valuation in excess of \$250,000.

Legislation/ Local Law Requirements

Section 3.58 and 3.59 of the *Local Government Act 1995*.

[Regulation 30, Part 6 Miscellaneous Provisions of the Local Government \(Functions and General\) Regulations 1996](#)

Other Relevant Policies/ Key Documents

P106: Use of City Reserves and Facilities

[DC609 Leases and Licences](#)

City of South Perth Strategic Plan [202017-203027](#)

Page 4 of 4

Policy Number:	P609	Relevant Council Delegation:	DC609 Leases and Licences
Council Adoption:	28/05/13	Relevant Delegation:	N/A
Reviewed/Modified:	09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 01/15, 03/16, 03/18, 10/18, 03/21	Relevant Management Practice:	M609 Lease of City Owned Buildings

Strategic Direction Leadership

Policy P667 Elected Member Entitlements

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance

Policy Objectives

Elected Members are required to perform a number of functions in the fulfilment of their duties. The City provides Elected Members with allowances and equipment and reimburses Elected Members for specified expenses incurred in the performance of their duties. This policy outlines the entitlements that will be provided to all Elected Members to enable them to effectively fulfil their duties.

Policy Scope

This policy is relevant to the Mayor and Councillors and outlines the allowances that will be provided and the expenses that will be reimbursed to Elected Members in accordance with the *Local Government Act 1995* and the *Salaries and Allowances Act 1975*.

Policy Statement

Mayoral Allowance

The Mayor shall be entitled to an annual local government allowance equal to the maximum amount permitted to be paid to the Mayor as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[Local Government Act 1995 s.5.98(5)]

Deputy Mayoral Allowance

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

[Local Government Act 1995 s.5.98A]

Meeting Attendance Fees

Elected Members shall be entitled to an annual meeting attendance fee equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[Local Government Act 1995 s.5.99]



Telecommunications & Technology Allowance

Elected Members shall be entitled to an annual telecommunications allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*, to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed.

[Local Government Act 1995 s.5.99A]

Member Reimbursements

Travel

Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of their official duties of their office, including attending Council Meetings, attendance at briefings, workshops, presentations, deputations, ceremonies (ie Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, and on-site inspections within the City and similar activities.

The extent to which an expense of this kind may be reimbursed is the actual amount, verified by sufficient documentation.

Council may approve reimbursement of the expense either in a particular case or generally, and if the latter, must set *the extent* to which the expense can be reimbursed.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and 32]

Childcare

Elected Members shall be entitled to reimbursement of child care expenses as prescribed by the Salaries and Allowances Tribunal for the care of children, of which they are parent or legal guardian, whilst attending a Council or Committee meeting of which he or she is a member.

In addition, Elected Members are entitled to reimbursement of childcare expenses for children, of which they are the parent or legal guardian, incurred in connection with their duties as a Councillor, including attending briefings, workshops, presentations, deputations, ceremonies (i.e. Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, on-site inspections within the City and similar activities.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b), and 32]

Other Expenses

It is not expected that Elected Members will incur any other expenses in the performance of their duties. Where an Elected Member does incur any other expense in the performance of their duties which the Elected Member believes they are entitled to have reimbursed, the Council shall decide whether that expense should be reimbursed and if so to what extent in accordance with the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996.

Reporting

In accordance with section 5.96A(1)(j) of the *Local Government Act 1995* and regulation 29C(2)(f) of the *Local Government (Administration) Regulations 1996* the CEO must publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year.

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Page 2 of 4

Policy Number: P676
Council Adoption: 15/10/2019
Reviewed/Modified:

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: N/A

Elected Members Equipment

In order to assist Elected Members in the performance of their duties the following equipment will be provided:

- A City of South Perth name badge;
- 500 City of South Perth business cards; and
- A laptop.

The City will provide the Office of the Mayor with a mobile phone for the Mayor's use.

The laptops issued to Elected Members will be replaced every four years. At the end of that four year period, Elected Members will be entitled to retain the laptop at no cost. Elected members wanting to retain their laptop will be required to return the device to the IT department when requested to do so to enable the device to be prepared for private, rather than local government use.

Effective from the cessation of the Elected Members term of office, any City funded data plan for that device will be deactivated.

Legislation / Local Law Requirements

Local Government Act 1995

Salaries and Allowances Act 1975

Local Government (Administration) Regulations 1996

Public Service Award 1995

Other Relevant Policies / Key Documents

P669: Elected Member Continuing Professional Development

P680: Elected Members Electronic Devices

Page 3 of 4

Policy Number: P676
Council Adoption: 15/10/2019
Reviewed/Modified:

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: N/A

Schedule 1

Table 1 – Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$31,149	\$7,787.25	Quarterly
Elected Members	\$23,230	\$5,807.50	Quarterly

Table 2 – Mayoral and Deputy Mayoral Annual Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$63,354	\$15,838.50	Quarterly
Deputy Mayor	\$15,838.50	\$3,959.62	Quarterly

Table 3 – Information and Communications Technology Allowance

Position	Annual Allowance	Payments	Period
All Elected Members	\$3,500	\$875.00	Quarterly

Table 4 – Child Care Reimbursement Costs

Position	Maximum Allowance	Payments made
All Elected Members	\$30.00 per hour	Upon submission of a Child Care Claim

Page 4 of 4

Policy Number: P676
Council Adoption: 15/10/2019
Reviewed/Modified:

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: N/A

Strategic Direction *Leadership*

Policy P680 Electronic Agendas

Responsible Business Unit/s	Information Services & Governance
Responsible Officer	Director Corporate Services/Manager Governance
Affected Business Unit/s	Council Members and Senior Staff

Policy Objectives

The City recognises the benefits of digital communications and information sharing. Its preferred technology for disseminating Council meeting papers and supporting information is via an online format utilising a Tablet/Laptop. The City requires all Council Members and relevant senior staff to use the City provided Tablet/Laptop to participate in the Council Briefing / Meeting process. The Tablet/Laptop device may also be used by the Council Member for communicating with residents and ratepayers, lodging service requests or other work related purposes, including email. Users of the City provided Tablet/Laptop are required to acknowledge, understand and respect the underlying Tablet/Laptop, internet and usage philosophy that forms the basis of this policy.

Policy Scope

This policy is applicable to the Mayor and all Council Members and any relevant senior staff supplied with City owned mobile computing devices.

Policy Statement

Device

The City will provide each Council Member and applicable senior staff member with a Tablet/Laptop, pre-loaded with relevant work related software and applications. The City will meet the cost of the initial acquisition of the Tablet/Laptop and will maintain an adequate monthly data plan for each device throughout the Council Member's term and relevant senior officer's contract period (sufficient to cover all reasonable work related data downloads). The City will maintain an effective mobile device management (MDM) strategy to provide direct user support.

The Tablet/Laptops and related software / applications will serve as the primary source of information pertaining to Council meetings and briefings and paper based agendas will not be provided to Council Members.

Software on the Device

The software and applications installed on the Tablet/Laptop by the City of South Perth are required to remain on the device in usable condition and be readily accessible at all times. From time to time the City may add or upgrade software applications such that users may be required (on reasonable notice) to check in their Tablet/Laptop with City for periodic updates and synchronising.



In the event it becomes necessary to restore a Tablet/Laptop to its original condition, the City of South Perth is not responsible for the loss of any personal software, documents or photos deleted due to a re-format and re-image of the device. Any software, email messages, or files downloaded via the internet into the device become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyright.

Life of the Device

The technological life of the Tablet/Laptop might not exceed the terms of some individual Council Members and relevant senior officers and therefore the suitability for purpose of the Tablet/Laptops will be assessed at the conclusion of every two years - and if deemed necessary, the City will purchase upgraded devices through the normal budgeting process.

Care of the Device

Users are responsible for the general care of the Tablet/Laptop that they have been issued by the City of South Perth. Tablet/Laptops must remain free of any individual artistic works including writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

Should a Tablet/Laptop be accidentally lost, damaged or stolen, responsibility for replacement shall be as follows:

1. *First incident:* City shall repair or replace the device at no cost to the user
2. *Second incident:* The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. *Third incident:* The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

Tablet/Laptops that are damaged or destroyed through intentional misuse may be required to be repaired or replaced at the user's expense.

No Expectation of Privacy

Communications made via City issued devices are subject to disclosure under the *Freedom of Information Act 1992* or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

Audits

All Tablet/Laptop are subject to audit by the Information Technology Department and such periodic audit may be conducted using the mobile device management (MDM) software installed on the Tablet/Laptop.

Representations

In advocating, advancing or expressing any individual religious, political or personal views or opinions, users should remain mindful not to misrepresent their statements as official City policy unless authorised to do so.

Page 2 of 4

Policy Number:	P680	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Reviewed/Modified:	12/13, 03/14, 02/15, 03/16, 03/17, 03/18	Relevant Management Practice:	N/A

E-Mail Usage for City Business

For the purposes of activity related to City business, the user should conduct all e-mail communication through their assigned City email account. All e-mails on the City e-mail account are archived and retained by the City. This account shall be synched to the user's individual Tablet/Laptop. Personal e-mail boxes are allowed to be synched to the Tablet/Laptop as well, but all City related business must be conducted through the City email address or copied to the City email address if the user's personal email box is used.

Acceptable Use

The Tablet/Laptop, internet and email access provided are tools for conducting City business. Thus City use of such tools will be primarily for City business related purposes: to review City Council Agenda materials, obtain useful information for City related business and communications with residents, other Council Members or senior staff as appropriate. All of the City's technology systems, including the Tablet/Laptop, are considered to be public property. Tablet/Laptop internet and email activities are traceable to the City and have the capacity to impact upon the reputation of the City. City issued Tablet/Laptops shall not be used to send or knowingly download any explicit, discriminatory or pornographic content. Users should refrain from making any false or defamatory statements in any internet forum or from committing any other acts that could expose the City of South Perth to liability.

Usage of City issued Tablet/Laptops must comply with behaviours highlighted in the current WA Local Government Act 1995, the City of South Perth Councillor Code of Conduct and City of South Perth Employee Code of Conduct.

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Data Usage

Any download usage for Tablet/Laptops that are activated on the City's account shall not exceed the allowable monthly limits provided under the City's data plan (Currently 4GB per month – although this may be subject to change by the CEO or a CEO nominee if deemed necessary). Users approaching the monthly data limit will receive automated warnings upon passing 80% of the allowed monthly quota. Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

To minimize city data costs it is recommended that large downloads are carried out while the device is connected to a Wi-Fi network instead of using mobile data. ICT Staff will notify elected members if they are using an excessive amount of mobile data (>30GB per month). Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

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Treatment of the Device on Cessation of Service

Ownership of the device shall pass to the Council Member at the conclusion of their elected term and relevant senior officer at the conclusion of their contract. To effect this transition, users shall return their Tablet/Laptop to the IT Department when the individual's term has ended so that the device can be prepared for private, rather than local government use. Effective from the cessation of the user's term, the City funded data plan for that device will be deactivated.

Elected members have the opportunity to take ownership of the tablet/laptop device at the conclusion of their elected term. To effect this transition, users shall return their Tablet/Laptop device to the IT Department when the individual's term has ended so that the device can be prepared for private, rather than local government use. Effective from the cessation of the user's term, the City funded data plan for that device will be deactivated.

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Compliance with Policy

The City reserves the right to inspect any and all files stored on Tablet/Laptops that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any

Page 3 of 4

Policy Number:	P680	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Reviewed/Modified:	12/13, 03/14, 02/15, 03/16, 03/17, 03/18	Relevant Management Practice:	N/A

matter created, received, stored in, or sent from any City issued Tablet/Laptop and the City of South Perth. The CEO or a CEO nominee is hereby authorised to institute appropriate practices and procedures to ensure compliance with the policy. Any violation of this policy may result in discipline as deemed appropriate by Council.

Legislation / Local Law Requirements

State Records Act 2000
Local Government Act 1995
Public Sector Management Act 1994
Electronic Transactions Act 2011 S11
Freedom of Information Act 1992

Other Relevant Policies / Key Documents

The City of South Perth [Councillor Code of Conduct](#)
[City of South Perth Employee Code of Conduct](#)

Acceptance of Terms of Use of Device

I hereby certify that I have received a written copy of the Electronic Agendas Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: _____

By: _____
[Council Member's / Relevant Officer's Signature]

[Printed Name]

Page 4 of 4

Policy Number:	P680	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Reviewed/Modified:	12/13, 03/14, 02/15, 03/16, 03/17, 03/18	Relevant Management Practice:	N/A

Strategic Direction Leadership

Policy P688 Asset Management

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	All business units

Policy Objectives

The objective of this Policy is to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

to ensure that the City has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the City will depend on infrastructure Assets provided to a Level of Service determined by the Council that is affordable to the community in the long term.

Policy Scope

This Policy is relevant and applies to all officers of the City, contractors and the wider community to ensure the delivery of services sustainably.

Policy Statement

Background

Asset management practices impact directly on the core business of the City and appropriate asset management is required to achieve our strategic service delivery objectives.

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Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

Principles

The City's sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the City's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will be completed for all major asset / service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the City's Long-Term Financial Plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
 - g. Future service levels with associated delivery costs will be determined in consultation with the community.
 - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
 - i. Creating a corporate culture where all employees play a part in overall care for the City's assets by providing necessary awareness, training and professional development; and

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Page 2 of 5

Policy Number:	P688	Relevant Council Delegation:	N/A
Council Adoption:	23/07/09	Relevant Delegation:	N/A
Reviewed/Modified:	02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18	Relevant Management Practice:	N/A

- j. Providing those we serve with services and levels of service for which they are willing and able to pay.
- 5. Management will allocate resources to ensure sustainable continuous improvement in relation to asset management practices within the resource and financial constraints of the organisation and will monitor the implementation progress and identify opportunities to achieve best practice.

1. Develop an Asset Management Improvement Strategy to guide the City's improvements in Asset Management practices.

- 6.
- 2. Incorporate a consideration of risk management requirements in decision making processes.

7.

8. Prior to consideration of any major works, renewal, or improvement to or creation of an asset, give appropriate consideration to the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:

- k. "Whole of life" cost from creation to divestment of the asset.
- l. Options to renew before creating new assets.
- m. Asset forms part of an overall financial strategy.
- n. Origin and sustainability of funding sources.

and that the outcomes of this consideration be included in any subsequent report to Council.

The City considers that management of its Infrastructure Assets is a major corporate function that requires an organisation-wide approach. To achieve this, the City will:

- Incorporate Asset Management into the City's Strategic Plan, Strategic Financial Plan and Annual Budget.
- Allocate resources to ensure sustainable continuous improvement in relation to asset management practices within the resource and financial constraints of the organisation.
- Develop an Asset Management Improvement Strategy to guide the City's improvements in Asset Management practices.
- Develop Asset Management Plans for infrastructure asset classes, such as roads, pathways, cycle-ways, drainage systems, buildings, coastal structures, minor structures (including sheds and workshops), parks and reserves (including the Collier Park Golf Course).
- Define and document within each Asset Management Plan the functional and operational Level of Service for each infrastructure asset class, underpinned by a long term (10 year) (infrastructure asset) financial plan and based on risk management principles.
- Incorporate a consideration of risk management requirements in decision making processes.

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Page 3 of 5

Policy Number:	P688	Relevant Council Delegation:	N/A
Council Adoption:	23/07/09	Relevant Delegation:	N/A
Reviewed/Modified:	02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18	Relevant Management Practice:	N/A

- Involve and consult with the community and key stakeholders when determining Level of Service for infrastructure assets.

- Prior to consideration of any major works, renewal/renewal, or improvement to or creation of an asset, give appropriate consideration to the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:
 - “Whole of life” cost from creation to divestment of the asset.
 - Options to renew before creating new assets.
 - Asset forms part of an overall financial strategy.
 - Origin and sustainability of funding sources.and that the outcomes of this consideration be included in any subsequent report to Council.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

P103: Communication and Consultation Policy
P501: Paths - Provision and Construction
P502: Cycling Infrastructure
P506: Road Rehabilitation Prioritisation
P507: Path Replacement
P508: Bus Shelter Provision and Replacement
P607: Tender and Expressions of Interest
P609: Lease of City Owned Buildings
P613: Capitalisation of Fixed Assets
P691: Business Excellence Framework
City of South Perth Long Term Financial Plan
City of South Perth Risk Management Strategy
City of South Perth Strategic [Community Plan 2021-2031](#)
[City of South Perth Asset Management Plans](#)
[City of South Perth Asset Management Strategy](#)
[ISO 55001](#)

Responsibility

Page 4 of 5

Policy Number:	P688	Relevant Council Delegation:	N/A
Council Adoption:	23/07/09	Relevant Delegation:	N/A
Reviewed/Modified:	02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18	Relevant Management Practice:	N/A

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Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the City's asset management strategy and plans. The council is also responsible for ensuring that City resources are appropriately allocated to ensure sustainable service delivery.

The Chief Administrative Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the City.

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Page 5 of 5

Policy Number: P688

Council Adoption: 23/07/09

Reviewed/Modified: 02/11, 03/12, 03/13, 03/14, 02/15, 03/16,
03/17, 06/18

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Strategic Direction Leadership

Policy P694 Fraud & Corruption Prevention

Responsible Business Unit/s	Governance and Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All Business Units

Policy Objectives

The objective of the Fraud and Corruption Prevention Policy is to ~~establish organisational culture and~~ articulate that the City does not tolerate fraud and corruption. The policy proactively encourages ~~a values based approach and~~ the creation and maintenance of an effective ~~internal control~~ environment that minimises opportunity for fraud or corrupt activity occurring.

Policy Scope

Control of fraud and corruption is the responsibility of everyone in, or associated with, the City. Therefore, this policy applies to staff working in any part of the organisation as well as Elected Members, and contractors' working for the City of South Perth.

The ~~success of this~~ policy ~~seeks to ensure that will be determined by~~ all parties ~~are being~~ aware of their responsibilities in relation to fraud and corruption prevention and control, the identification, treatment and recording of fraud or corruption risks, fraud or corruption auditing and detection processes, reporting responsibilities and obligations and investigation procedures.

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Policy Statement

Statement of Purpose

All senior officers, Council Members and employees of the City are required to observe the highest standards of ethics and integrity in undertaking their roles as custodians of the City's assets, financial resources and information. They are also expected to act in an honest and professional manner that reflects the high standing of the City.

For the purpose of this policy:

'Fraud' is defined as *dishonest activity causing actual or potential financial loss to the organisation including theft or other property whether or not deception is used at the time, before or after the activity. It also includes deliberate falsification, concealment, destruction or falsification of documentation used for a normal business purpose as well as improper use of corporate information or position.*

'Corruption' is defined as *an act done with intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others.*

It is recognised that fraudulent activity and corruption are illegal and contrary to the City's organisational values.

The City will take a proactive stance to ensure that incidences of fraudulent or corrupt activities or behaviours do not occur. Whilst the City endeavours to foster a culture which upholds trust (honesty and



integrity), it must be recognised that not everyone within an organisation may share those values. In responding to this, the City will ensure that the creation of an effective internal control environment, supported by a positive organisational culture and effective leadership that is aimed at the prevention of fraud and corruption.

The City addresses the risk of Fraud and Corruption on many fronts including through its Codes of Conduct (Employee and Councillors), Integrity Framework, A Risk Management Fraud and Corruption Prevention Framework and Management Practices. Fraud, corruption and misconduct has been identified as Operational Risk, risks which are reviewed quarterly and reported on to the Executive Management, the Audit Risk and Governance Committee and Council. has been developed to assist the City in meeting the objectives of this policy by ensuring that it has thorough, up-to-date procedures in place to mitigate the risk of fraud or corruption occurring in the organisation. The approach includes not only this policy but also a Fraud Risk Opportunity Assessment, a Register of Internal Controls and a Corruption Management Process.

Fraud Risk Opportunity Assessment

The City has developed a Fraud Risk Opportunity Assessment approach which has two components:

- Identification of the areas of the City's operations having potential for fraud opportunities to occur.
- Assessment of the in-place internal control mechanisms that allow the City to control and mitigate fraud opportunities.

City management is to conduct a Fraud Risk Opportunity Assessment annually and to review and document the measures that contribute to the internal control environment that is in place to manage the risk of fraudulent activities occurring. The Fraud Risk Opportunity Assessment and the Register of Internal Controls are to be presented to the May Audit, Risk & Governance Committee each year along with the Auditors' Fraud Risk Questionnaire.

Council will then consider its responses to the audit questionnaire and adopt them at the August Audit, Risk & Governance Committee when the committee meets with the auditors to consider the Annual Audit Plan.

The Fraud Risk Opportunity Assessment and Register of Internal Controls that are presented to the committee in May will also be forwarded to the City's nominated Auditors by City management as part of the City's Interim Audit - Management Representations documentation. This will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent activities.

In the event of a significant fraudulent act being identified and referred to an external body (CCC, Public Sector Commission) both the Auditors and Council will be informed by the CEO in a timely manner through an appropriate mechanism.

Fraudulent Acts and Corrupt Behaviour:

Employees, Elected Members and contractors working for the City are accountable for, and have a role to play in fraud and corruption prevention and control. The City encourages all parties to disclose actual or suspected fraudulent and corrupt activity to the CEO. When identified, any suspected fraudulent or corrupt activity will be promptly notified and investigated, and where appropriate legal remedies are available under the law, they will be pursued.

All alleged incidences will be investigated thoroughly. Where appropriate, the City will protect the anonymity of those responsible for reporting the activity. This protection does not apply in the case of proven vexatious complaints and allegations.

In the event of a significant fraudulent or corrupt act being identified and referred to an external body (CCC, Public Sector Commissioner) both the Auditors and Council will be informed by the CEO in a timely manner through an appropriate mechanism.

Responsibilities:

The entire organisation has a role to play in contributing to prevention of fraud and corruption. A clear articulation and understanding of roles assists in getting the best outcomes from those complementary roles and responsibilities.

Page 2 of 3

Policy Number: P694
Council Adoption: 28/03/2017
Reviewed/Modified: 06/18

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: N/A

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Audit, Risk & Governance Committee

- Ensures that the administration has a robust, structured processes for preventing fraud and corruption through as part of its oversight functions in relation to:
 - The Audit Register and implementation of findings;
 - The City's Risk Management Framework;
 - Internal and external audits; and
 - Compliance with legal and statutory requirements.
- Receives the annual Assessment of Fraud Risk Opportunity and the City's Register of Internal Controls.
- Develops the Council's response to the annual Audit Fraud Risk Questionnaire

Executive

- Create an environment where all staff are aware of their responsibilities in relation to the prevention of fraud and corrupt activity.
- Ensure that staff receive suitable training in relation to their responsibilities relating to the prevention of fraud or corrupt activities.
- Respond proactively to reports of behaviour that may indicate fraudulent or corrupt activity.
- Model the highest standards of integrity and ethical behaviour.

Employees

- All employees, after appropriate training, will be vigilant to indications of potentially fraudulent or corrupt activity and will bring such matters promptly to the attention of the CEO.

Legislation / Local Law Requirements

Local Government Act 1995
Local Government (Functions & General) Regulations 1996
Public Sector Management Act 1994
Corruption, Crime & Misconduct Act 2003
Public Interest Disclosure Act 2003

Other Relevant Policies / Key Documents

City of South Perth Governance Framework (including Gift Register, Conflict of Interest Notifications)
[Fraud Risk Opportunity Assessment](#)
[Register of Internal Controls](#)
P695 Risk Management
[Risk Management Framework](#)
[Integrity Framework](#)
[Employee Code of Conduct](#)
[Councillor Code of Conduct](#)

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Page 3 of 3

Policy Number: P694

Council Adoption: 28/03/2017

Reviewed/Modified: 06/18

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Strategic Direction *Leadership*

Policy P661 Complaints

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	All business units

Policy Objectives

The City recognises that complaints provide a valuable source of feedback on the performance of its functions and that this is of value to its customers. This policy outlines the City's commitment to a consistent approach to handling complaints.

Policy Scope

This policy applies to all City staff, Elected Members, contractors, consultants and the wider community.

Policy Statement

The City delivers a wide range of services to our community and visitors and we are committed to providing quality Customer Service.

The City values complaints as they provide feedback on our operations which allows us to continuously improve. We are committed to a quality complaints handling process which reflects the essential elements as set out in the Australian Standard and the principles of effective complaint handling published by the Ombudsman's Office of Western Australia.

What is a Complaint?

A complaint is:

“an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (as defined by the *AS/NZS 10002-2014 Guidelines for complaint Management in Organisations*)

What is not a Complaint?

A complaint is not:

- The initial request for a service to be delivered;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy;
- A petition; and
- A civil dispute between private individuals

The above will not be registered as complaints due to the fact that each is covered under a separate process or policy.

The City may determine to take the following courses of action:

- Take no further action and advise the complainant of the reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Making a Complaint

Complaints may be lodged with any officer of the City by email, in writing, in person or by completing the feedback form which is located on our website.

At a minimum, the following information is to be supplied in order to effectively process the complaint:

- Name and address
- Contact details
- Complaint details
- Date of occurrence of complaint

Anonymous Complaints

The City accepts anonymous complaints however the complaint will not be investigated unless in the opinion of City Officers it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation and there is sufficient information in the complaint to enable the City to conduct an inquiry.

Fairness

The City approaches complaints handling in the same manner as it approaches all its other duties. The City's handling of complaints will be based on the City's adopted values and in line with the standards set by the Code of Conduct. The City will ensure that a fair and proper procedure is used when making a decision in relation to complaints and the decision-maker is free from bias when reading or listening to the details of a complaint.

Responsiveness

The City will ensure that all complaints are processed within the time frames specified in the City's Customer Service Charter.

The City will ensure that the customer is kept aware of the progress of a complaint throughout the complaints process; where a complaint has come via an Elected Member, the City will ensure that the Elected Member is kept aware of the progress of the complaint.

Recording complaints

All correspondence relating to a customer complaint will be recorded within the City's records management system. Information recorded must be factual, accurate and current as per the *State Records Act 2000*.

Complaints about employees

A complaint against an employee is considered confidential and the complainant will not be advised of the outcome, unless required by law.

Complaints to Elected Members

All complaints received by Elected Members are to be forwarded to the Chief Executive Officer (CEO) or appropriate business unit Director.

Complaints about Elected Members

The *Local Government Act 1995* provides a disciplinary framework to deal with individual misconduct by local government Elected Members.

Page 2 of 4

Policy Number: P661

Council Adoption: 03/04

Reviewed/Modified: 03/06, 008, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M661 Complaints

Complaints of this nature are confidential and the complainant will not be advised of the outcome, unless required by law.

Internal Review

If a customer is not satisfied with the way that the City has handled their initial complaint then the customer may apply for an internal review of the complaint. The complaint will undergo a review by the business unit Director to ensure responses were equitable, objective and unbiased.

The reviewing officer will reconsider the decision reached, taking all relevant matters into account.

External Review

The Council acknowledges that customers may request an external review of a complaint through the Department of Local Government and/or the State Ombudsman. The CEO shall work cooperatively with the State Ombudsman and/or the Department of Local Government as appropriate to assist in the resolution of external review. The CEO will keep Council members informed of the progress and outcome of external review through the Bulletin.

Closing the File

Where the City has conducted an internal review and/or has been involved in an external review of a complaint and subject to the result of the external review, the City must be able to bring the matter to a conclusion. Accordingly, where a customer repeatedly corresponds with the City regarding a complaint that has been the subject of an internal review and/or the external review process has concluded, the CEO may close the City's file on the matter after informing the customer in writing of his decision.

Unreasonable Conduct by Complainants

Vexatious Complainants

"Vexatious" means a complainant who complains of frivolous matters on a consistent basis and which is designed to annoy the City.

Every endeavour will be made to deal with complaints however the City may refuse to investigate a complaint if the complainant behaves in an actively hostile fashion or the complaint is considered to be trivial, frivolous or where there is a consistent complainant of trivial and/or frivolous matters.

The City has an obligation to responsibly manage our resources on behalf of our ratepayers. The substance of a complaint will dictate the resources allocated by the City, in its management, irrespective of the complainant's wishes, demands or behaviour. The City may consider it appropriate to determine that vexatious questions, complaints and repetitive communications are not given priority as they may divert a substantial and unreasonable portion of the City's resources away from its other functions.

Council will be responsible for determining whether a complaint is vexatious. In reaching such a decision, the Council will act in the best interests, and for the good of the district.

Unreasonable Complainant Behaviour

The Ombudsman defines an unreasonable complainant as:

- A rude, angry and harassing customer;
- Aggressive customer;
- Habitual or obsessive. This includes:
 - Cannot 'let go' of their complaint
 - Cannot be satisfied despite the best efforts of the agency
 - Make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers)

The City recognises that the reasonable right to freedom of expression includes the right of complainants to express dissatisfaction with the City or its decisions/conduct/services/products or policy, provided that these complaints comply with the law and reasonable community standards.

Page 3 of 4

Policy Number: P661

Council Adoption: 03/04

Reviewed/Modified: 03/06, 008, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M661 Complaints

The City values its staff and customers, and safety is paramount to this commitment. Therefore, City staff have discretion available to them to terminate any interaction, where the staff member reasonably perceives that they are at risk, as a result of the complainant's behaviour, whatever the nature and particularly where the staff member is being threatened or the behaviour of the complainant/customer is aggressive.

In order to ensure that complainants are dealt with fairly, efficiently and effectively; and that work health and safety responsibilities and common law duty of care obligations are met, the City may restrict, withhold or withdraw the provision of service to unreasonable complaints by taking one of the following actions:

- Only take calls at specific times on specific days;
- Require the complainant to make an appointment to meet with staff;
- Limit all future dealings to writing;
- Direct all contact to be through a specific employee or area;
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the City believes warrants fresh action

The decision to restrict, withhold or withdraw contact with the City will only be made by the Chief Executive Officer (or designated employee).

The rationale and decision is to be documented and the customer is to be advised in writing of the reasons for the decision, what restrictions apply and how long they will apply. Customers with restricted provisions will be reviewed on an annual basis.

Legislation / Local Law Requirements

Not Applicable

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2027
M661 Complaints

Page 4 of 4

Policy Number: P661

Council Adoption: 03/04

Reviewed/Modified: 03/06, 008, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M661 Complaints